Middle-East Software User Manual

Version: 2.0

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About this Manual:

This software is only applicable to all machines developed by ZKTeco for Middle East. provides software operation instruction, for example install and uninstall program, collect data, assign shift and output report, etc.

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CHAPTER 1

1. Install and Uninstall Program

1.1 Before Installation

Please install on-line fingerprint sensor driver if you want to enroll **fingerprint through the Attendance Management software**.

1. If the 4000 or previous version driver (Biokey200/URU4000/URU40000B) have been installed before, you must uninstall it first, the operation steps as below:

(1) Run "Add/Delete program" in control panel, uninstall fingerprint sensor driver;

(2) Run "Regedit.exe" in "Run" on the Starting menu, and delete the key values of HKEY_LOCAL_MACHINE\Software\DigitalPersona, if the value exists;

(3) Delete all "DP*.dll" under the directory of windows\system32 "windows\system in windows 7";

(4) Delete the folder "biokey200" under the directory of Program files\ AttMid-east, if the folder exists.

Restart your computer after uninstall, and then install on-line fingerprint sensor driver.

2. If fingerprint sensor driver wasn't installed before, install the driver directly.

1.2 Install Program

Check the system environment before installation. The software can run on Windows XP, Windows 7 (32-bit) and Windows Vista (32-bit). In addition.

Otherwise, You had better turn off all the other programs before installing, to avoid collision during the installing process.

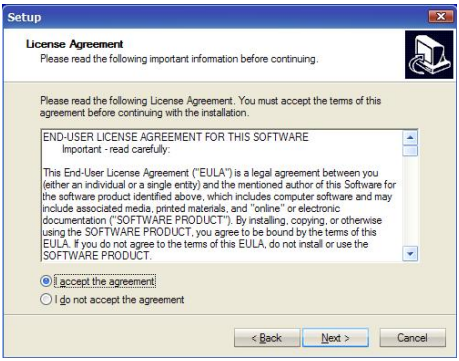
Note: the following demonstration software version may be not identical with your CD contents, please follow the CD installing process.

1. Insert the CD into your CD-ROM, the installation program will run automatically;

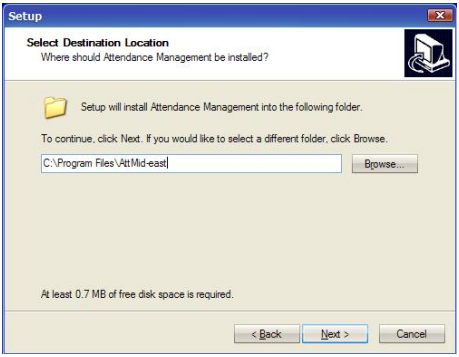
2. The software supports English, Farsi and Arabic, select the language you want to install, and click "**OK**".

Tips: click "Cancel" button to abort installation.

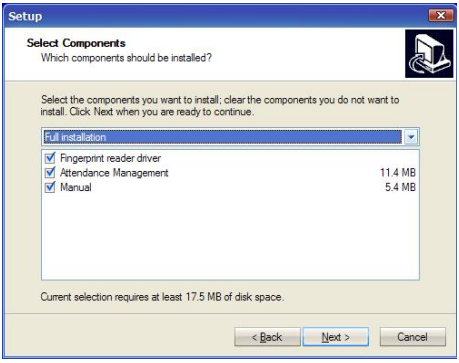
3. The next step is "End User License Agreement for This Software" dialog, please read carefully. Chose "I accept the agreement", and then click on "**Next**" enter the next installing process;


Setup
License Agreement
Please read the following important information before continuing.
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.
END-USER LICENSE AGREEMENT FOR THIS SOFTWARE
Important - read carefully:
This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and the mentioned author of this Software for the software product identified above, which includes computer software and may include associated media, printed materials, and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT, you agree to be bound by the terms of this EULA. If you do not agree to the terms of this EULA, do not install or use the SOFTWARE PRODUCT.
I accept the agreement
I do not accept the agreement
< Back
Next >
Cancel

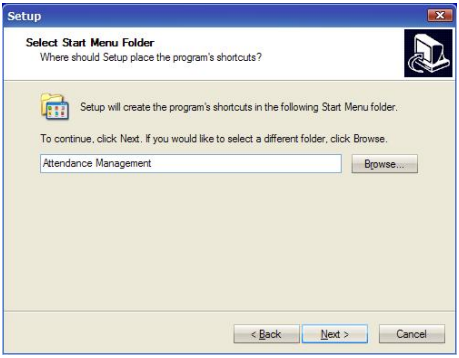
4. In this interface you can select the installing directory of the software, Click "**Next**", enter the next step;


Setup
Select Destination Location
Where should Attendance Management be installed?
Setup will install Attendance Management into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\AttMid-east
Browse...
At least 0.7 MB of free disk space is required.
< Back
Next >
Cancel

5. In this step you can choose the component which you want to install, such as **Fingerprint reader driver**, **Attendance Management** and **Manual**. Click on "" if you need it (recommend to select all components except it has been installed), then click on "**Next**", go to the next page;


Setup
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Full installation
Fingerprint reader driver
Attendance Management 11.4 MB
Manual 5.4 MB
Current selection requires at least 17.5 MB of disk space.
< Back
Next >
Cancel

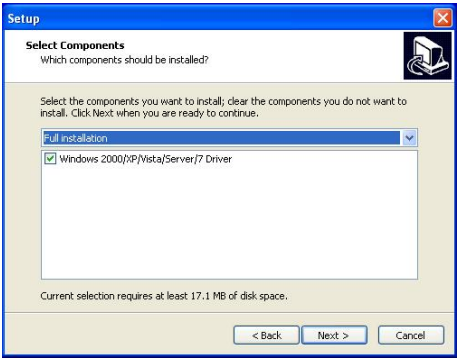
6. In this interface, you can change the name and decide where to place the program's shortcuts. Click "**Next**", turn to the next step;


Setup
Select Start Menu Folder
Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
Attendance Management
Browse...
< Back
Next >
Cancel

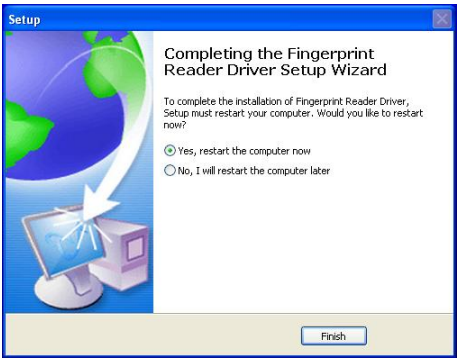
7. Click "Install" the software start to install and copy the files to the hard disk until the fingerprint sensor driver start to install. If you didn't select to install it at step 5, the process will turn to step 10 and end the installation.

Setup
Welcome to the Fingerprint Reader Driver Setup Wizard
This will install Fingerprint Reader Driver 2.3.0 on your computer.
It is recommended that you close all other applications before continuing.
Click Next to continue, or Cancel to exit Setup.
Next >
Cancel

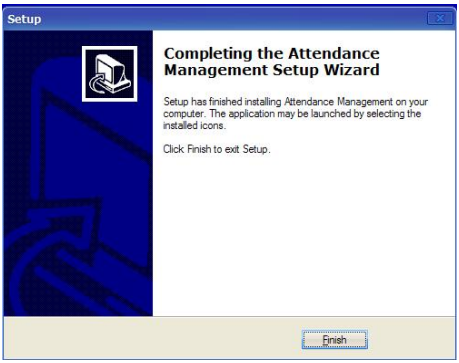
8. This interface will inquire you to select components to install, we recommend to select them all. Then click on "**Next**", enter the next step;


Setup
Select Components
Which components should be installed?
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.
Full installation
Windows 2000/XP/Vista/Server/7 Driver
Current selection requires at least 17.1 MB of disk space.
< Back
Next >
Cancel

9. The fingerprint sensor driver start installing, when the process is completed, the dialog box will inquire you to restart the computer now or later. The driver will work when the computer restarted;


Setup
Completing the Fingerprint Reader Driver Setup Wizard
To complete the installation of Fingerprint Reader Driver, Setup must restart your computer. Would you like to restart now?
Yes, restart the computer now
No, I will restart the computer later
Finish

10. Click "**Finish**" to complete the installation.


Setup
Completing the Attendance Management Setup Wizard
Setup has finished installing Attendance Management on your computer. The application may be launched by selecting the installed icons.
Click Finish to exit Setup.
Finish

Note: The above installation pictures may be discrepant with the actual installation scenes. In case of discrepancy between them, the actually installation scenes will prevail.

The shortcuts will appear on the windows, click this icon "

" on the desktop to enter software.

☺**Notice: The software adopts MAC address encryption and area restriction encryption to avoid connection with machines developed by other companies.**

1.3 Uninstall Program

1.3.1 Uninstall the Software

If you do not need this software anymore, you can uninstall it from computer as below:

Close the attendance management program.

1. Run "Add/Delete program" in control panel, choose attendance management system and uninstall it.

2. Alternatively, choose **Start->Program->Attendance Management-> Uninstall.**

For clear all the software, you need to enter directory to delete the folder where the software installed.

1.3.2 Uninstall Fingerprint Sensor Driver

If you do not need to use the fingerprint sensor anymore, you can uninstall it. Run "Add/Delete program" in control panel, uninstall fingerprint sensor driver.

1.4 Selecting an Interface Language

Before using the software, set the interface display language as needed. The system supports three languages: English, Arabic, and Farsi.

On the menu bar, select a desired language directly on the **Languages**

menu.

1.5 Work Flow of the Software

1. Downloads user's fingerprint or the card which have been enrolled in the Device to software "Connection Device -**Downloads user info and FP**"

2. Upload employee's name and other materials which have been modify in Device in the Employee maintained "Connection Device –**Upload user info and FP**"

3. Assign Employee to department "enter **Department management**"

4. Setup Shift Schedule and Timetable "enter **Maintenance Timetables**"

5. Setup Shift Schedule "enter **Shifts management**"

6. Assign the employee Schedule "enter **Employee Schedule**"

7. Download attendance data to software in "connection Device –> **Download attendance logs**"

8. Examine Attendance report form "enter **Report**"

CHAPTER 2

2. Program Management

2.1 Exchange Data between Device and Program

2.1.1 Device Management

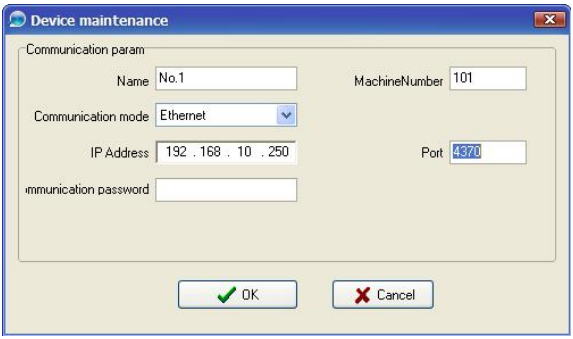
Before downloading or uploading data from the Device with software, ensure that the communication between Device and PC has established. So connect the device to the system firstly, input the related parameter, after create connection successful, uploading or downloading data is available.

1. Device Maintenance

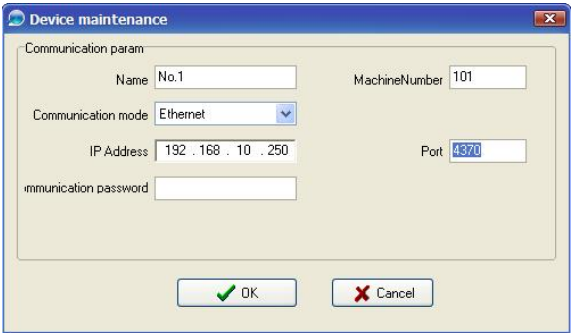
The system provides three default communication modes: RS232/RS485, Ethernet communication, and USB communication.

To add or modify a device, click the **Device** button on the main interface or right-click **Machine List** and choose **Device** from the shortcut menu.

Add new device:



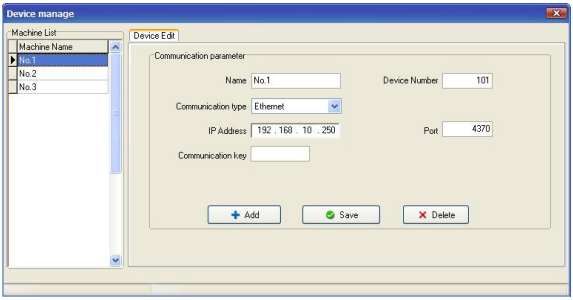
Edit current device:



Note: **To modify or edit the current device, select a device in My device list and then select Edit current device.**

Edit all devices:

In here you are able to complete to add, delete, and modify Device.



There are three default communication modes provided in the system: **Serial Port/RS485**, **Ethernet** and **USB**. Some specify machine is designed with USB communication mode (such as H2), for more detail, please refer to corresponding "User Manual", the using method please view the explanation below:

(1)Add device

User may newly add device, input the corresponding connection parameter of Device, save it, the device name will display on the left side list.

Name: Named the device, which machine has been connected with system.

Communication type: Which way is used in communication between

the device and computer.

Baud rate: The baud rate is same with it in the machine, Here.

IP address: Device IP address

Communication password: If there is the communication password to be set in the machine option, you must fill the same one password, otherwise, not need to fill in

Device number: Device identity number.

Port: The port is used by computer. The RS232/RS485 mode is "**Com**" port; the default port number of Ethernet is 4370.

(2)Deletion

If the Device will not be in use any more, single-click the device of your choice in the left side list, click on "**Delete**" to delete this Device from the system.

(3)Save

If after selecting and modifying connection parameter of the Device of your choice, click "**Save**" to save the information.

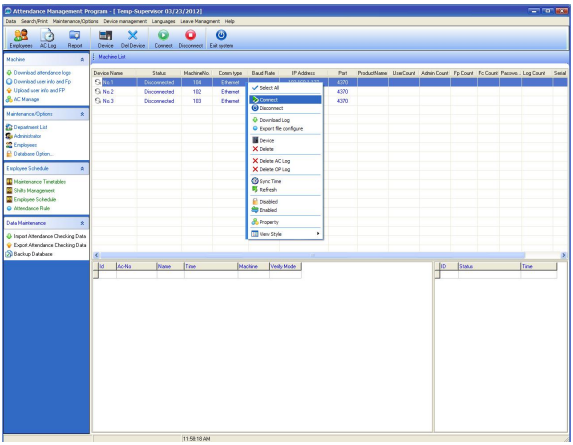
Note:

①Some machine does not support the Ethernet communication. It is unable to use the Ethernet mode to connect the machine;

②Device number: If the communication mode is the RS232, please input a random number which between 1 ~ 100, 133 ~ 255 in blank enough. If the RS485 mode is used, inputs the machine address.

2. Connection Device

The Device which reside in the system will display in the **Machine list**, single-click the Device to choose it, then click "**Connect**" button, or right-click the Device that want to be connected, select the **Connect** from following menu appeared.



When the system connect with Device, the prompt "Connecting with device, please wait" will appear on below right side status column, weather the link success or not will inform you.

If fail to connect, please check

(1) Whether the Device connecting parameters equipped with communication parameters of the menu option;

(2) Whether the communication line linking well.

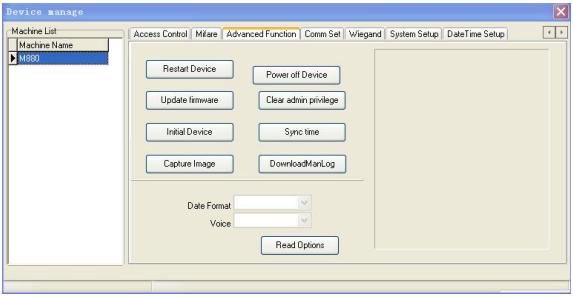
3. Disconnect

When the system and Device continue to upload and download data, the Device is in a "working" status, so it is unable do other operating at this time. After uploading and downloading data, disconnect Device, and click "**Disconnect**" to disconnect the Device communication.

4. Device Management

Only when the system and the Device are at the connection condition, the downloading data is available, directly click "**AC Manage**" in the column "**Machine**" on the main interface left side, or choose machine from the Machine list, right-click mouse, and then choose the "**Property**" on the drop down list, access **Device management** menu,.

(1) If the device is a F8 you connect, then "Advance Function" will appear.



Clear Admin priviledge: If want to clear up the administrator of device,which is connecting with software ,please click the "Clear admin priviledge" button.

Initial Device: System will clear up all data in the equipment that include User and record.

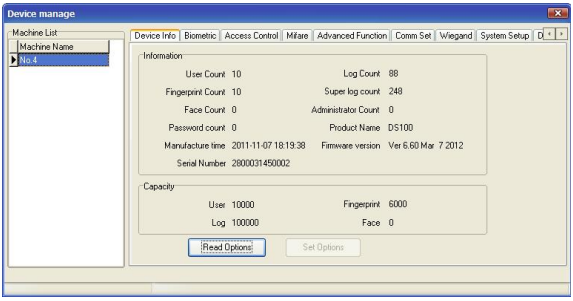
☺**Notice: If you clear up all data, the data will be damage and unable to be restored. To help avoid possible lost, download all data and keep in system before performance this operation**

Sync time: May synchronize the Device time to the computer.

(2) Connect Machine of Fingerprint and Face

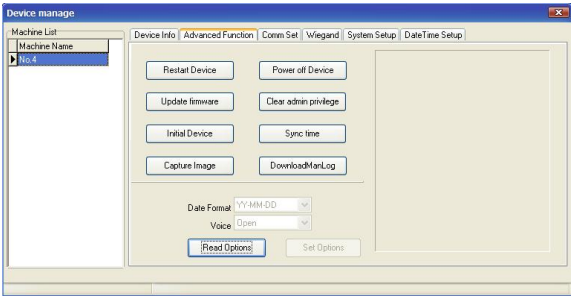
a. This page (**Device Info**) describes the fingerprint machine information, though this page you can view the information about this product type, **Product Name**,

Serial Number, **Firmware Version** etc. click "**Read Options",** you can know detail about the device.



Note: It is unable to modify this information, view these only.

b. Click the **Advanced Function** tab to query advanced functions of the device.



Restart Device: Restart the device remotely.

Power off device: Power off the device remotely.

Update firmware: To update the firmware, click the **Update firmware** button. Then the following prompt information pops up.

Device manage
You must keep the power and connection betwen PC and device when updating.
Please restart device after updated
Do you want to update firmware?
Yes
No

Click "**Yes**" to begin updating the firmware, or click "**No**" to cancel the upgrade. If the **Upgrade file error** prompt pops up after you click "**Yes**", it indicates that the current firmware on your device is the updated version.

Note: User do not voluntarily upgrade the firmware, you must contact and be allowed by the dealer before to upgrade the firmware, maybe these trouble and problem which affect normal use occur cause you voluntarily upgrade.

Clear admin privilege: If you cannot open the setting menu because forgetting the username and password of the administrator, you can click the button to clear the administrator and then re-register the administrator on the device.

Initial Device (Clear all data on the device): The system clears all data on the device, including fingerprints and records.

Note: If you clear all data, data cannot be recovered. Be sure to download all data and save the data on the system before clearing the data.

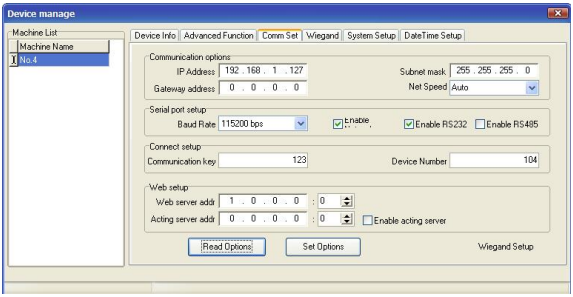
Sync time: You can click the button to synchronize the time of the device with the computer time.

Capture Image: Capture the fingerprint image which present by you currently press finger on the machine sensor face.

Note: This function some machines don't support.

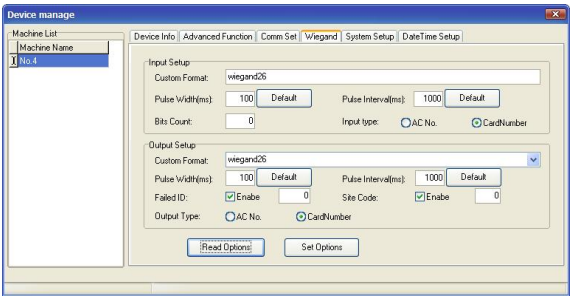
DownloadManLog (Download Management Record): Download management record from fingerprint machine to system.

c. Click **Comm Set** (Communication setting) pagination, view the device communication setting, click "**Read Options**" to lookup all communication setting.



If you want to fast modify this setting, may directly input corresponding item in the text box, after modifying it, click "**Set Options**" to save in device.

d. Click the **Wiegand** tab to view the Wiegand settings of the device. Click **Read Options** and then you can view the Wiegand settings of the device.



Wiegand settings include **Input Setup** and **Output Setup**.

Input Setup:

Custom Format: You can click the button to customize multiple Wiegand formats, therefore satisfying your personalized needs.

Pulse Width (ms): The default width of the transmitted Wiegand impulse is **100 ms**. If the controller does not receive the Wiegand pulse, the pulse width can be adjusted in the range of 20 to 800.

Pulse Interval: The default pulse interval is **1,000 ms**, and the pulse interval can be adjusted in the range of 200 to 20,000.

Bits count: Output length of the current format; the default value is **26**.

Input Type: **AC No.** or **Card Number**.

Output Setup:

Custom Format: You can click the button to customize multiple Wiegand formats, therefore satisfying your personalized needs.

Pulse Width (ms): The default width of the transmitted Wiegand impulse is 100 ms. If the controller does not receive the Wiegand pulse, the pulse width can be adjusted in the range of 20 to 800.

Pulse Interval: The default pulse interval is 1,000 ms, and the pulse interval can be adjusted in the range of 200 to 20,000.

Failed ID: Outputted failed ID after the authentication fails. No failed ID is outputted if the box remains blank. The value is in the range of 0 to 65,534.

Site Code: A site code is similar to a machine ID except that the site code is specified by the user and can be repeated among different machines. The value range

is 0 to 255.

Output Type: **AC No.** or **Card Number**.

Description of custom formats:

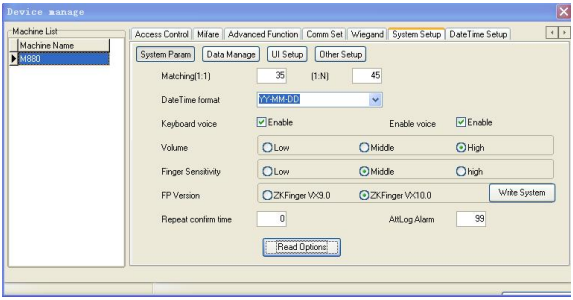
A custom format is indicated by its first letter (case-insensitive) respectively: **OFIofi**. A small letter indicates odd check, a large letter indicates even check, **Oo** indicates the OEM code, **Ff** indicates the Facility code, **Ii** indicates the ID number, and **P** indicates the check bit. The following table describes a standard Wiegand26 input format **PFFFFFFFFIIIIiiiiiiiiiiP**. The Facility code is 1, and the ID number is also 1.

E	Facility code								ID Number																O
P	F	F	F	F	F	F	F	F	I	I	I	I	i	i	i	i	i	i	i	i	i	i	i	i	P
1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0

e. Click the **System Setup** tab to set device-related system parameters, data management parameters, and interface parameters.

A. System Param:

To view the system settings of the device, click **Read Options**.



Matching (1:1): Degree of matching the registration template when ID+fingerprint is used for authentication.

Matching (1:N): Degree of matching the registration template.

The following table lists the recommended matching threshold values:

False Rejection Rate	False Accept Rate	Matching Threshold	
		1:N	1:1
High	Low	45	25
Middle	Middle	35	15
Low	High	25	10

Date Time Format: Time format displayed on the initial interface of the fingerprint machine

In the pull-down box, you can select ten date formats: YY-MM-DD, YY/MM/DD,

YY.MM.DD, MM-DD-YY, MM/DD/YY, MM.DD.YY, DD-MM-YY, DD/MM/YY, DD.MM.YY, and YYYYMMDD.

Keyboard voice: Whether any keyboard voice is generated; select **Enable** to enable the keyboard voice, or unselect to disable the keyboard voice.

Volume: Adjust the voice volume.

Finger Sensitivity: Sensitivity of fingerprint collection the default value **Middle** is recommended. When the reaction to finger pressing is insensitivity because of the dryness in the operating environment, you can set the finger sensitivity to **High** to raise the sensitivity of fingerprint collection. When the collected fingerprint image is unidentifiable because of the high humidity in the operating environment, you can set the finger sensitivity to **Low**.

Enable voice: Whether the voice prompt function is enabled. If you select **Enable**, the device gives a voice prompt for your operations.

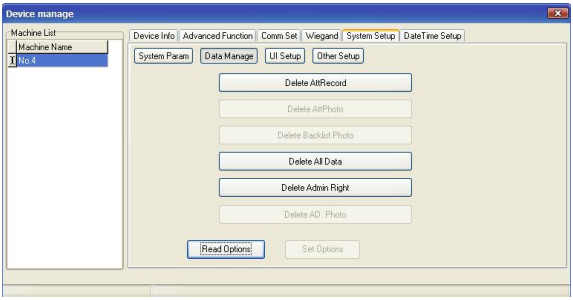
FP version: Fingerprint algorithm version; the FP version can be **9.0** or **10.0**. The fingerprint templates in the two algorithm versions are not compatible with each other. Select an appropriate FP version. Here you can click the "write system" button to exchange the FP Alg version .

AttLog alarm: When the remaining log capacity reaches the specified threshold, the device automatically gives the alarm information. The value range is **0** to **99**. **0** indicates that no alarm is generated when the log capacity is exhausted.

Repeat confirm time: If the attendance log of somebody is available in the specified time range (unit: minute), the log about the second passed attendance is not saved. (The value range is 0 to 60 minutes; **0** indicates that all passed logs are saved.)

B. Data manage:

Click **Data Manage** to view the data management settings of the device. Click **Read Options** and you can view the data management settings.



Delete AttRecord: Delete all attendance logs.

Delete All Data: Delete all registered employee information, fingerprints, faces, and attendance records.

Delete Admin Right: Turn all administrators into common users.

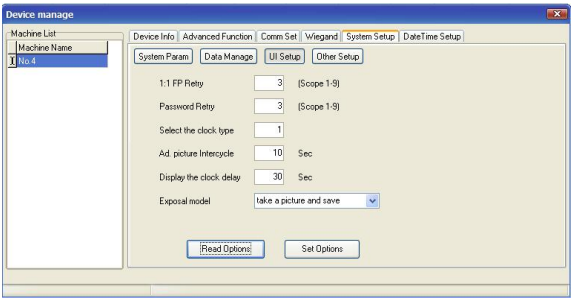
Note:

①When the device possesses the access control function, you need to restart the device for re-registering data after all data is deleted. Otherwise, the newly registered user has not the access right.

②The grey buttons are not operable.

C. Interface setting:

Click **UI Setup** to view the interface settings of the device. Click **Read Options** and you can view the interface settings.



When you perform 1:1 authentication or password authentication, it is possible that you forget the registered fingerprint or your finger is not printed properly. To facilitate your operations and decrease the repeated key-pressing count, the device allows your retries. You can also set the preferred display style of the initial interface.

Select the clock type: Irrespective of whether the authentication operation succeeds or fails, the screen displays the selected clock type upon completion of the authentication.

Ad. Picture Intercycle: Interval at which a picture is displayed (the value range is 3 to 999 seconds).

Display the clock delay: Delay in displaying the clock picture after the authentication is complete. After the display delay is passed, the initial interface displays the propaganda picture again. (The value range is 0 to 999 seconds; **0** indicates that the clock is always displayed)

Exposal model: Whether the device takes a snapshot and saves the current snapshot when the device checks the attendance of an employee. The setting is applied to all employees.

The system provides four **exposal models**:

a) Take a picture: The device takes a picture but does not save the picture when checking the attendance of an employee.

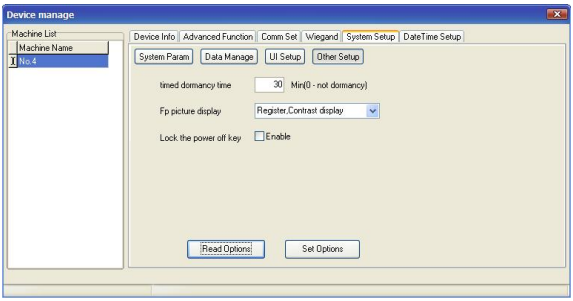
b) Not to take a picture: The device does not take a picture when checking the attendance of an employee.

c) Take a picture and save: The device takes a picture and saves the picture when checking the attendance of an employee.

d) Save the not pass picture: Take a picture and save the picture when an employee fails the attendance thrice consecutively.

D. Other Setup:

Click **Other Setup** to view the other settings of the device. Click **Read Options** and you can view the other settings.



Timed Dormancy Time: When the dormancy period of the device reaches the specified threshold, the device enters a dormant state. You can press any key or touch the device by your finger to awaken the device.

FP picture display: Whether the fingerprint picture is displayed on the screen at the time of registration or comparison. The parameter has four options: **Register and contrast display**, **Register display**, **Contrast display**, and **Register, Contrast not**

display.

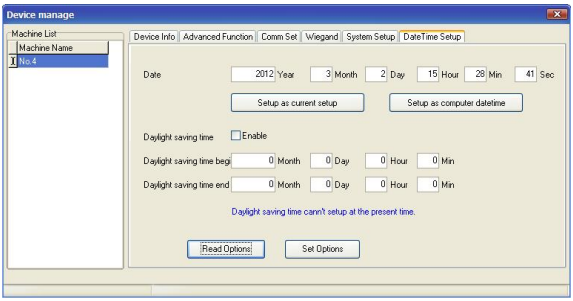
Lock the power-off key: To prevent malicious power-off, you can choose whether to lock the power-off key.

If you do not select **Enable**, the device is powered off three seconds after pressing the power-off key.

If you select **Enable**, the power-off key does not work.

Note: Only the device with the power-off key provides the Lock the power-off key option.

f. Click **Date Time Setup** to view the date and time of the device. Click **Read Options**, and then you can view the date and time of the device.



To ensure the accuracy of the recorded attendance status, you must set the time and date of the device correctly. You can select either **Setup as current setup** or **Setup as computer date time**.

Setup as current setup: Enter the detailed time (YY/MM/DD/MM/SS) on the date bar, and the click **Setup as current setup** to upload the device to the device.

Setup as computer date time: Press the key to synchronize the device time with the computer time.

Daylight saving time: Whether the daylight saving time is enabled on the device.

Daylight saving time beginning and **Daylight saving time end**: Start time and end time of the daylight saving time on the device.

Daylight Saving Time is an artificial local time that aims to reduce energy consumption. During the implementation period, the unified time is called Daylight Saving Time. Usually in the summer during which the sun rises early, the time is artificially switched forward by one hour so that local people get up and go to bed early, therefore decreasing the electricity consumption for lighting and make the best of sunshine resources. In the autumn, the clock is switched backward again. The provisions about the Daylight Saving Time vary in different countries.

For example, set the start time of the daylight saving time to **08:00 of April 1st**. Set the end time of the daylight saving time to **08:00 of October 1st**.

Note: The daylight saving time can only be read from the device, but cannot be set for the device through software. If the daylight saving time is required, you can perform related settings on a menu of the device.

2.1.2 Upload and Download Data

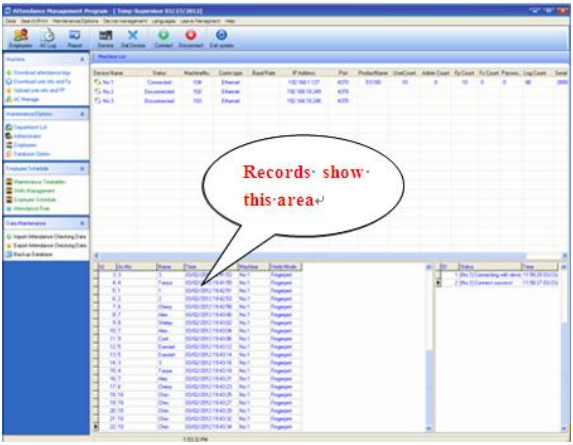
This is data exchanging windows for between the management software and Device. The exchanging windows utility is used to download or upload recorded data and the user's information. The following procedures demonstrate how to use the windows utility to download and upload data. Before come to operation, the first is to connect the device.

Download Attendance logs from Device: Download all records which have pass verification from the Device;

Download user info and FP from Device: Download employee information, the employee's fingerprint can be download at same time

Upload user info and FP to Device: Upload the employee's information and fingerprint together at same time.

1. Download attendance log from Device: It is unable to download data from the Device unless the system and the Device are at the connection condition. Directly click on "**Machine**" in the main interface left side to download data record from the Device or enter Device management menu, chooses Download attendance logs.



The system could prompt "**Reading data…**", by now please wait for moment, after the completion of data downloaded, the prompts will appear in the right side of table below, informing you that the to download data was successfully, the communication between the Device and the software already has disconnected. The downloaded data should be added to the system, if data is too bigger, it is possible

need to take much more time.

The downloading record can completely display in the circle record region like as above figure. At the same time, the new data record will be stored in the employee's record data list in the system, you will be allowed to view it from the attendance record; the new user will be stored in the employee information table of the system, it is allowed to view through the employee's maintenance. After downloading data, the system still cannot automatically clear data which is stored up in Device. Under this option -> **Maintenance/Options** -> **System Options**-> **Download Record(s)**, you choose item as that **Delete Logs in Device after downloading**; system can automatically remove data record from Device.

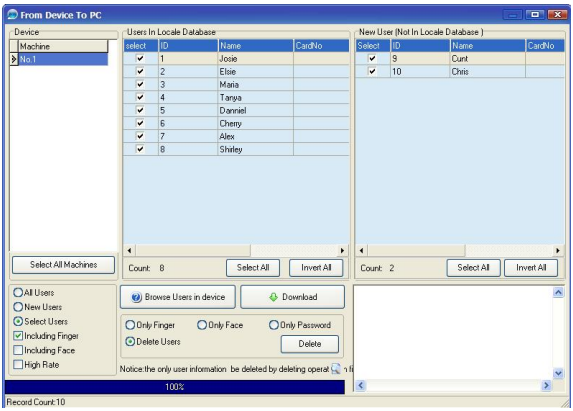
Note: If the machine model is F8 please note! maybe the F8 machine does not need to enroll the user first directly through slip the card to verify user identity, therefore the corresponding user information does not possibly along with downloading recorded data, after the downloading, the software can prompt whether add these user who hasn't been registered but still has the recorded data to the database.

2. Download the user information from the Device: Only when the system and the Device are at the connection condition, the downloading data is available, directly click on "**Machine**" the main interface left side, the column to **Download user info and Fp**, or access **Device management** menu, choose Download user info and FP.

View user on the Device: Click on "**Browse Users in Device**" button. For new users, it will display in the "**New User**" column. Meanwhile, it will suggest new users added to the system database.

Download: When the data has to directly download, click the button to download.

If there is a new user in "**New User**" the column, it will prompt whether add the new user to the system database. If user on the Device were a user which already existed in the system database, then these users could display in "**Users In Locale Database**" column.



High Rate: When the device was connected with Ethernet, and the data is rather much, you can use the high rate download function to increase the transmission speed (if you use the ZKFinger10.0 and facial recognition algorithms equipment, this function is unavailable).

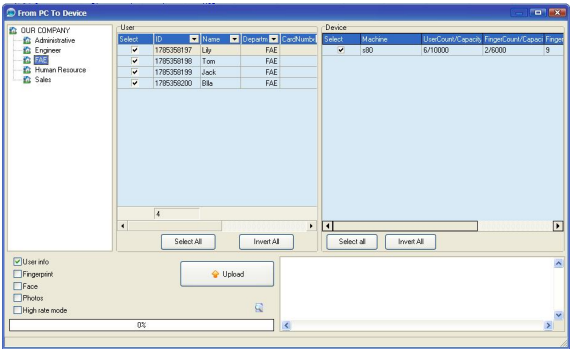
Delete: Choose user who want to be canceled from the list area, also can choose all users. Delete fingerprint, face, or password only, just need to put the tick in front of the corresponding item, then click "**Delete**" button, if want to select many item record, may hold down "Ctrl" key and click with mouse at same time.

3. Upload user info and FP to device

When it was careless of user to cancel user information or many Device are in use together at same time, for convenient use, reduce the enrolling work, the software provide to upload user information from the database to machine.

The upload data operation is unable to execute till system and Device is in connection status. Directly click **Upload user info and FP** in the "**Machine**" column, or enter **Device management** menu, select **Upload user info and FP**.

Select employee by department: E.g. there are mare many departments in a company, if some employees of the department need to be uploaded, you can click this department with mouse, the all employee in this department will display in the list. Shown as following figure



Upload:

(1) Choose the employee to be uploaded in the "**User**" column

(2) Choose the employee who will be uploaded to assigned machine in the "**Device**" column.

User info/Fingerprint/Face: Put the tick in the information which will be uploaded. For detailed requirements for the uploaded photos, see **Appendix 3.10**.

High rate mode: When if these machine hookup by Ethernet, and have large quantity of data to upload (if you use the ZKFinger10.0 and facial recognition algorithms equipment, this function is unavailable).

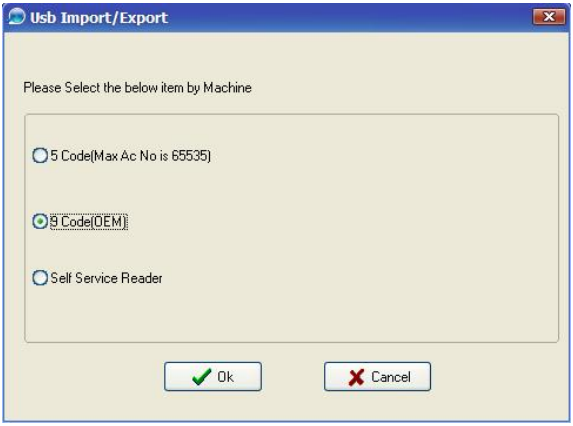
2.1.3 USB Disk Manage

In general, you can use RS232, Ethernet, RS485 and other way to download data

When if it is difficult to communication or fail to communicate, you can use U flash disk to upload or download employee's information and fingerprint, save these downloading data in the software.

Choose the **System Options** from the **Maintenance /Options**, put tick in **USB Manage** in "**Function Option**" box, so **USB Disk Manage** in the **Data** menu become valid.

Because the machine type is different, the data construction which has been downloading to U flash disk also is different, so before using the U flash disk, firstly choose the machine type you use.



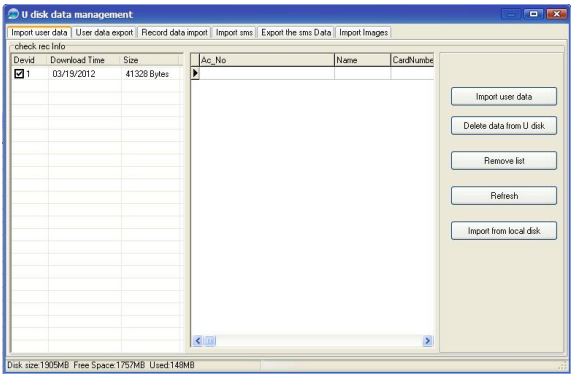
After choosing, press the "**OK**" to enter U disk data management, maybe the error occur while download data is downloading cause of the mistake choice

If multiple USB flash disks are available, enter the **Select U Disk** interface.

If only one USB flash disk is available, enter the USB flash disk management interface directly.

1. Import user data to PC

Select put U flash disk into the USB slot of the fingerprint device, choose "**Menu**"–>"**Dn/Upload** (U flash disk management)" ->"**Download User**", Press "**OK**", when the window inform that system copy data successfully, take out U flash disk, and then plug it into PC USB slot, enter software "**Data**"->"**USB disk Manage**", choose "**Import user data**", Following interface will appear.



The current user data file which has been in U flash disk will display in "**check rec info**" left column, after choose this file, click "**Import user data**", system will

import data, this data will display in the middle list to inform that download data successfully.

Delete data from U disk: Erase all data from the U flash disk.

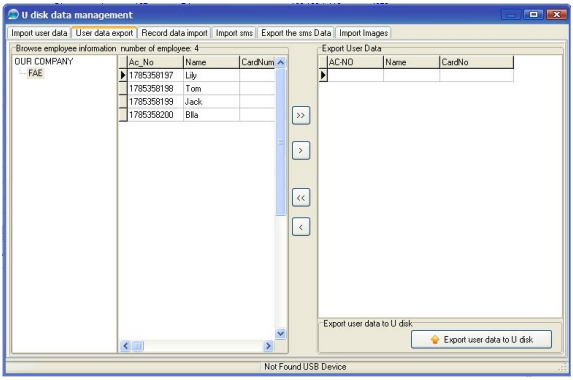
Remove List: Clear employee's information in the current list.

Refresh: Refresh Employee's information in the current list

Import from local disk: Import user data from PC's other disk.

2. Export User Data to U flash disk

Export user data in the software to U flash disk for saving it or transferring other Device, here you can select user you want to upload, shown as following figure.



You can view all employees' information in the left employee's brown column; click the button for moving data in the middle area to import data "**Export User data**" area.

: Move all record in the left side "Export User Data to U flash disk" area.

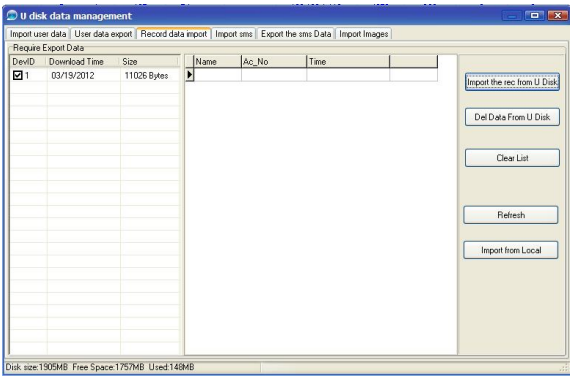
: Move the employee that has been selected to "Export User Data to U Flash disk" area.

: Remove all record in right side from "Export User Data to U Flash disk" area.

: Remove the employee that has been selected to "Export User Data to U flash disk" area

3. Record data import

Plug U flash disk into Device, select "**Menu**"->"**Dn/Upload** (U flash Disk Management)"->"Download Transactions", Press "**OK**", and the window will inform that download data successfully. Take out U flash disk from Device, then plug it into USB slot of PC, enter "**Data**"– >"**USB Disk Manage**" and select "**Record data import**" option card, shown as following interface.



The information of user data which has been saved in U Flash disk will display in the left side **Require Export Data** list. Choose this file, Click "**Import the rec from U Disk**" system will import data, this data will display in the middle list to inform that download data successfully**,**

Del Data From U Disk: Erase all data from the U flash disk

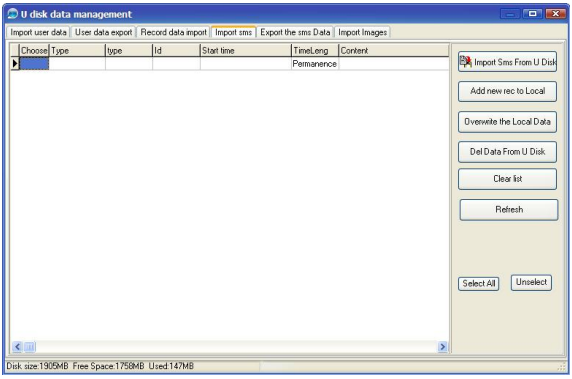
Clear List: Clear short message in the current list.

Refresh: Refresh Employee's information in the current list

Import from local: Import user data from other disk of PC.

4. Import Short Message

Plug U flash disk into Device, select "**Menu**"->"**Dn/Upload** (U flash Disk Management)"->"**Download SMS**", Press "**OK**", the window will inform that download data successfully. Take out U flash disk from Device, then plug it into USB slot of PC, enter "**Data**" – "USB disk Manage" and select "**Import SMS**" option card, shown as following interface.



Click "**Import Sms from U Disk**", the data will be imported system, after import data successfully, this total of data will display in the following prompt, all content of short message which has been imported will display on the list.

Add new rec to Local: Add the short message which has not existed in the software into the software.

Overwrite the Local Data: Use the imported data to overlay the data in software.

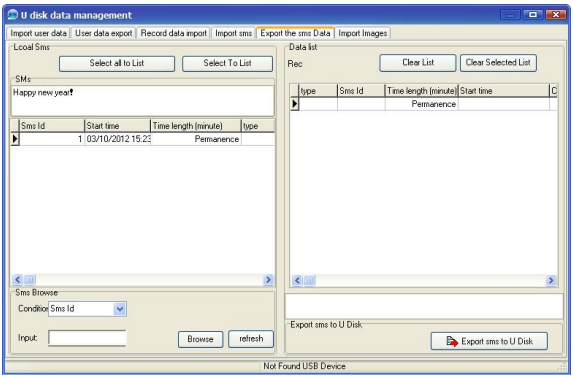
Del Data From U Disk: Cancel the short message data in the U flash disk.

Clear list: Clear the short message in current list.

Refresh: Refresh Short message in the current list.

5. Export the sms Data

Export short message in the software to U flash disk or upload this message to other Device, here, may select this short message you want to upload, shown as following figure.



You can view all short message in the software from the left side column, this short message still exist in the "**SMS**" box after it is selected, when if there are lot of short message to search for, you many utilize following way to find it, such as short message serial No., content, Public short message, User short message.

Select To List: Choose the short message that want to be uploaded, click "**Select To List**" the record to right side list, the short message will be transferred to "**Data List**" (wait for moving to U flash disk list) area.

Select all to List: Choose and remove all short message in the system to "**Data List**" (wait for moving to U flash disk list) area.

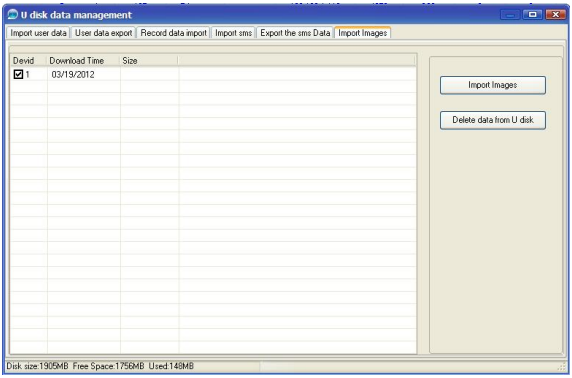
Clear list: Erase all record in the "**Data List**", it is unable to upload the short message or reselect the short message to upload.

Clear Selected List: Choose this record which doesn't need to be uploaded, and then click "**Clear Selected List**" to clear the record from this list, then this short message will be deleted from "**Data List**".

Note: this function is valid only for the machine with U flash disk.

6. Import Image

U will be preserved after the attendance photos downloaded to the software (download only the attendance by the photo that is, after the U pass in a folder of all the photos). Attendance blacklist photos "bad folder of all the photos" can only be read after the U.



Import Images: U session will be kept by the attendance through the photos, download software to view.

Delete data from U disk: Delete U intraday attendance through the preservation of the photos.

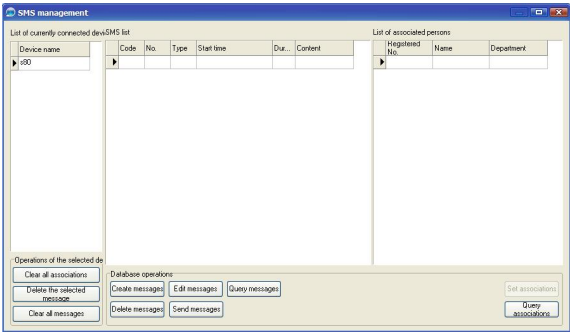
Note: The software supports attendance cameras can use this feature.

2.1.4 Short Message Management

Some type product provide a function which can send a message to appointed person through public to person way, before using the function, it is need to setup short message, customize the short message according to employee. Then upload the short message into the device. The device fully supports two ways to upload the message. One is to directly upload by connected attendance device, anther way is to utilize the U flash disk to upload it, follow us take an example to illustrate how to upload it:

Enter the attendance software **System Option** under **Maintenance/Options** menu, put the tick in front of **SMS Content Manage** in **Function Option** pagination, then **SMS Content Manage** take effect and may use it.

Short management "SMS"



1. Communication setting

On the left side of the window of the current connection machine list, will display the current connection device name.

Note: All of the following about short message operation is directed at the current connection machine.

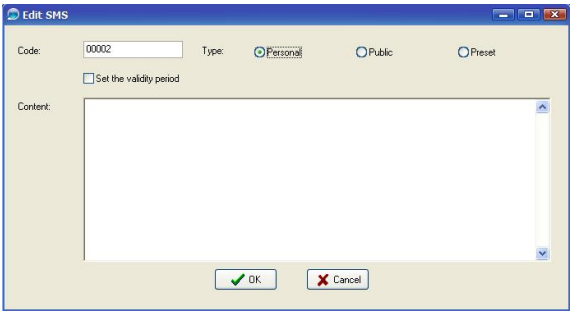
2. Database Operations

The database operations of short message of basic information maintenance mainly includes the Create message, Edit, Query, Delete message; Send messages, set associations and Query associations.

(1)Create messages

Click "

" button on the Database operations bar, the following window will popup:



Code: Enter the window is automatically generates a 5 digit code, the user may be required to amend.

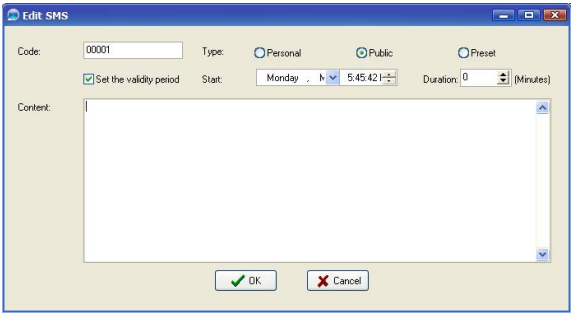
Type: Click the " " button to select type. Can choose **Personal**, **Public**, or **Preset**.

Public: For public short, as soon as the attendance machine start the short message will be saw, it will appear for ever;

Personal: For a personal short message, it will not show until the user verification is positive;

Set the validity period: After choose the item, a line will add on the interface,

define the starting time and term of period of validity is available.

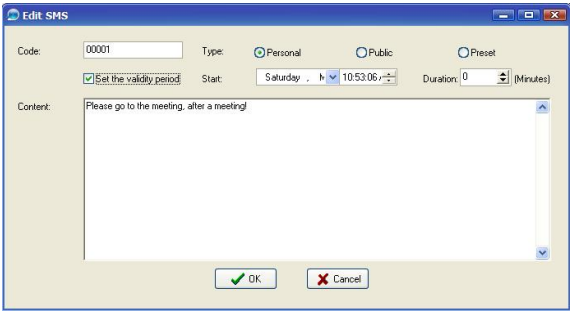


Start: The user can set the short message display starting time, set up time please refer to Appendix 3.1 **Set Date**.

Duration: Click " " button to set duration, the unit is minute; user also can input value in the box.

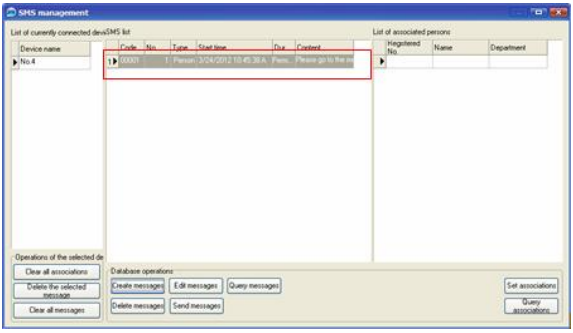
Content: Input content of the message.

For example, set as below:



Click "**Cancel**" button to cancel operation; click "**OK**" button to save, and then return the **SMS management** window. The message will be displayed on the

window. Show as below:



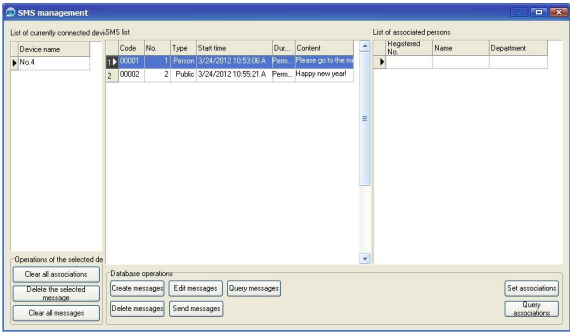
(2)Set associations

Note:

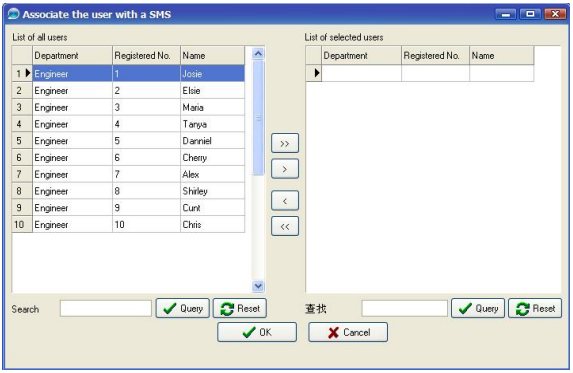
①Only the type for personal of the short message can set associative;

②Set associations' purpose is distribution of the corresponding view permissions, only selected association employee can see the short message.

a. As shown in Figure, click the SMS which type is personal:



b. Click "**Set associations**" button, the following window wills popup:



Select employee in the list of all users, use the button on the middle of window to move employee. The operator can input search content in the box after search item. Click "**Query**" button to see the result in he user list on the left side.

The window button operation is described as follows:

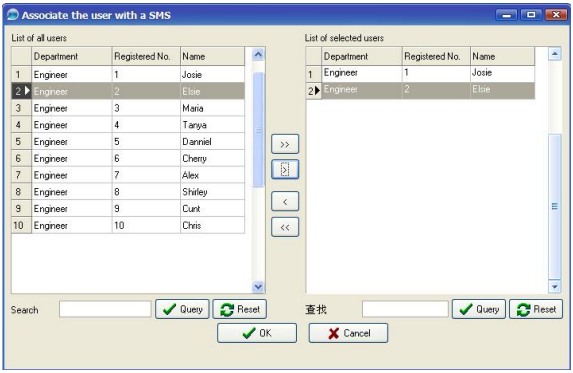
[>>]: Select all users, and then move them to **List of selected user**.

[>]: Move the currently selected users to **List of selected users** on the right side of window.

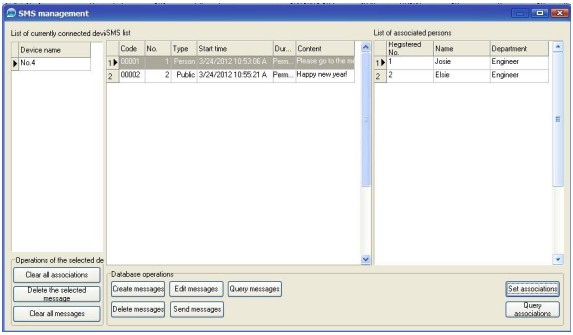
[<]: Select users on the **List of selected users**; click this button to move them to the **List of all users** on the left side of window. Cancel associations.

[<<]: Move all users of **List of selected users** to **List of all users** on the left side of window.

c. Click "**OK**" button to save; click "**Cancel**" button to cancel operation. For example select users as below:



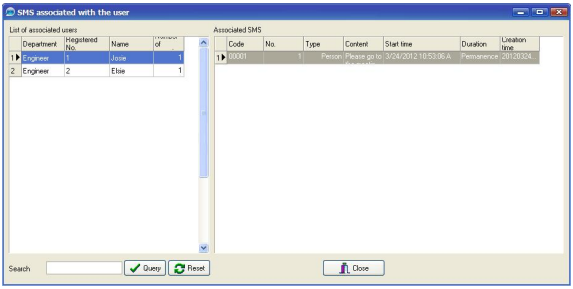
d. Click "**OK**" button to return SMS management window, show as below:



As shown in Figure. The window on the right association list shows the employee has been selected in steps C.

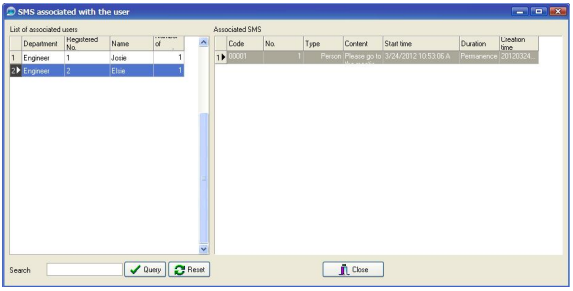
(3)Query associations

a. Click "**Query associations**" button, the following window wills popup:

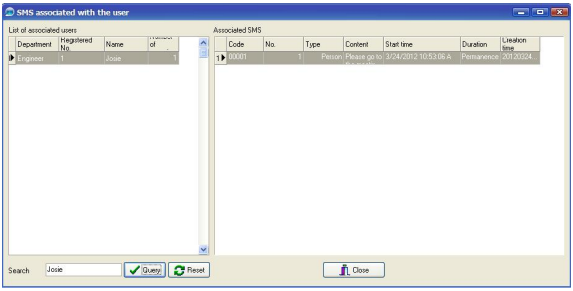


As shown in the figure, the window is divided into two lists, the left list is List of associated users, and this list shows the associated user branch department, Registered No., name and number of associations. Number of associations is associated with the total number of short message the user associated. The right list is Associated SMS; display the selected user association of short message.

b. Click to the user in **List of associated users**, and then the list on the right will automatically display the user associated short message. If the selected users to "Jack", this time on the right of the window list will show its associated short message, as shown below:



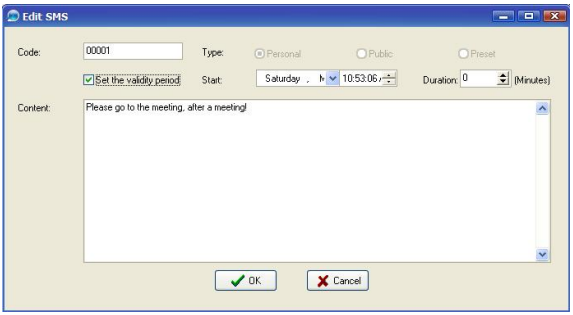
c. When there is too much for associated users, users can input user information into the search box, click "**Query**" button to see result. For example input "Josie" into the search box, and click "**Query**" button, show the result as below:



At the left of the window list will only show the user Blla's information. On the right of the window will show the user associated with the short message. Click "**Reset**" button, empty query results, and returning to the step A is shown in the window.

(4)Edit messages

Click the short message on the list to select it, click "**Edit messages**" button, the following window wills popup:



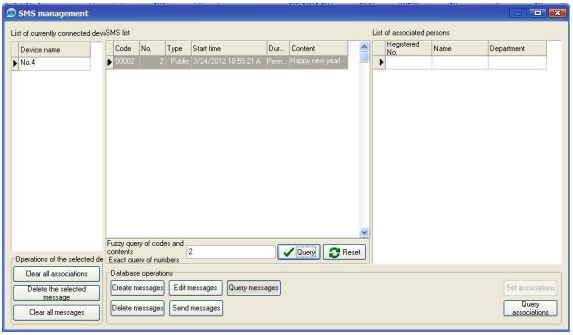
User can modify for need, Type can't be changed. The operation is same with create messages.

(5)Query messages

a. Click "**Query messages**" button, the window will automatically pop-up Query bar,

show as below:

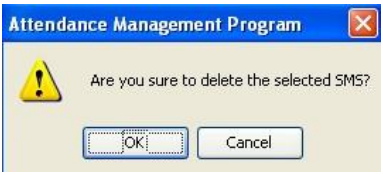
b. User can Fuzzy query of codes and contents exact query of numbers. Click "**Query**" button to query; click "**Reset**" button to clear query result, and then return the default window. For example input 2 into the box, click "**Query**" button, the result show as below:



As shown in the figure, short message list shows the number 2 short message; **List of associated persons shows** the short message associated personnel information.

(6)Delete messages

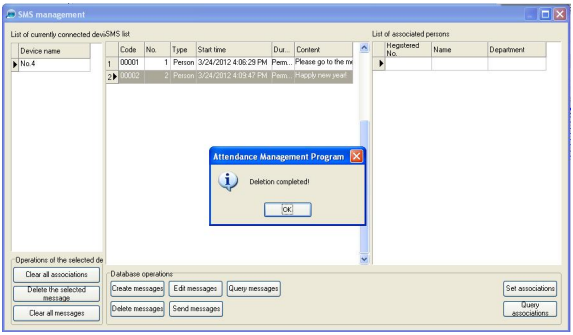
a. Select the message you want to delete, click "**Delete messages**" button, the following window wills popup:



b. Click "**OK**" button, the following frame wills popup:

Click "**OK**" button to delete the message in the software and attendance machine; click "**Cancel**" button only delete the message in the software.

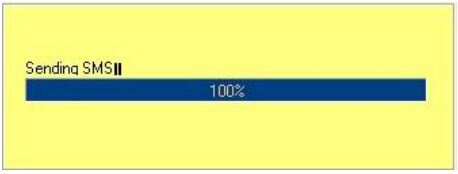
c. Click "**OK**" button, after complete delete, popup the success frame. Show as below:



As shown in Figure, the short message list does not display this message, means Delete successfully.

(7)Send messages

a. Select the message need to send, click "**Send messages**" button, will show the send process on the window, and show as below:



b. After send success, popup the following frame:

Click "**OK**" button to close this prompt box.

Notice: The machine must support the short message function, or can't use the function.

3. Operations of the selected device

Clear all associations: Click this button, clear all associations the device has set.

Delete the selected message: Click this button, delete the selected message.

Clear all messages: Click this button, clear all messages in the device.

2.2 Maintained/Options

In order to get correct and accurate Attendance result, you must configure **Maintenance/Options** in the main windows; here you can set up **Database Option** and **System Options**. Firstly enter **Department List** setting and assign employee to

department, then performance First set up database password, then set up **Holiday List**, **Leave Class** and **Attendance Rule**, **Employee** List and **Administrator** setting, at the finals, **Maintenance Timetables**, **Maintenance Shift Schedule**, and **Employee Schedule.**

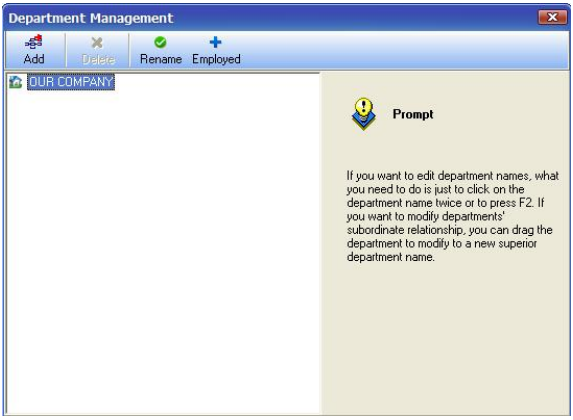
Note: Unless the employee has been assigned shift schedule, the system don't produce Attendance report.

This system provide with enrolling fingerprint or card by after connecting with PC, it is avoid the trouble that personnel don't match the fingerprint, please see 2.2.2 Employee maintain.

2.2.1 Department Management

This module provide with convenient to manage each department, mainly add, cancel department, enroll employee, for more detail as following

Click on the "**Department list**" sub-item on the menu "**Maintenance /Options**", the windows appear:

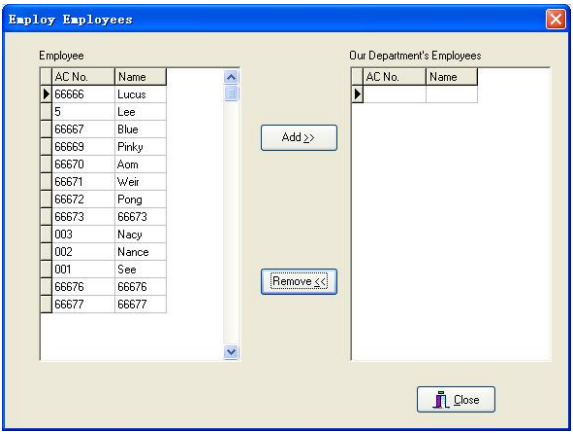

Department Management
Add
Delete
Rename
Employed
OUR COMPANY
Prompt
If you want to edit department names, what you need to do is just to click on the department name twice or to press F2. If you want to modify departments' subordinate relationship, you can drag the department to modify to a new superior department name.

In adding department, you first left-click the superior department of the new department, click on the "**Add**" button, input the name of new department in the dialog box, click "**OK**" to save.

In deleting department, you only firstly left-click the department selected, click the "**Delete**" button, and select "**Yes**" in the display caution box.

If you want to modify a department's subordination relationship, first selected the department to modify by left-click, hold, and drag the name within the new superior department. Then follow the instruction to operate.

Click on the "**Employed**" button. The following appear:



Employees in the **Employees** list are those who don't belong to any department, that

is, who have left their posts. This is the same as on leave No salary.

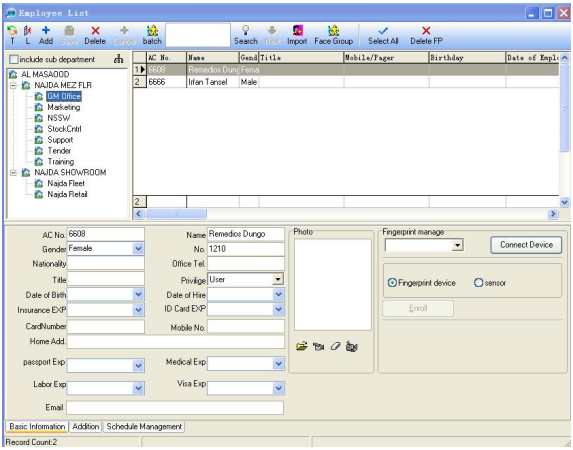
In the list of **Employees** select those employees that your department wants to employ, and click "**Add**" button, and then those selected employees will be added into your department.

In the box of **Our Department's Employees** select those employees that will leave your department, and click "**Remove**" button, and the select employees will leave your department (leave their posts).

After operations, click "**Close**" button or to return to Department Management main Window

2.2.2 Employee Maintain

Select the "**Maintenance/Options**", click **Employee Maintenance** item, and open "**Employee List**", within this window, maintenance employees several of information, attendance setting and attendance rule setting. Through the employee list you can view the department the employee belongs to, here to view and modify employee's information is available. At here attendance setting and attendance rule setting for employee and department privilege is superior to Assign Employee Schedule.



The window of Employee List divided into two parts.

I. The upper half part is employee list, list columns show employees all information, including the Registration number (AC-No.), No., Name(up to 41 characters), Gender, Title, Mobile/Pager, Birthing, Date of employed, Add., Office Tel., Department, Administrator, Nationality, Registration number (AC-No.), Privilege, Passport EXP, ID Card EXP, Insurance EXP, Face Count, Finger Count V9.0, Finger Count V10.0, Password Count, Shifts Name, DMedical, DLabor, Dpassport, Dvisa, weekends, Email. The 9.0 and 10.0 are the algorithm version number. The bottom of the employee list has a line of statistics; the statistics of each column corresponds to the sum of the values. The first column show total number about employee.

II. The lower half part is the currently selected employee's various information and can be modified, Have three paginations, click the page tag at the bottom can enter different page.

User can use **Search** function to search employee when the employee are excessive. Input query condition into the box, click "**Search**" button to see the result. If you want to choose all employees, you can put tick in front of **Select All** item. Then you

can pitch on all employees.

You can click the column of employee list to sort the list for your needs.

Note: Click each column name can sort list by it.

1. Employee Maintenance

Must fill the blank of the employee's information list with the employee's name, enrolling number, according to the actual need you can add other information about employee.

Note: Visa expiration date, medical treatment expiration date, and labor contract expiration date are added to the settings of Employee Maintain. The administrator can set the dates based on the actual conditions.

(1)Add New Employee

When usual execute this management program at first time, after registering the user in the Device, than directly downloads it to software, and revise name, as well as save it, upload it the machine to use again.

If have to directly add the employee in software, in order to guarantee the user information and the fingerprint or the card one to one correspondences, connect with Device to go on the real-time registration fingerprint and the card is available in this interface. After connects the Device, every time while add an employee the corresponding person's fingerprint or the card will be registered simultaneously. Avoids the trouble which the fingerprint or the card and the personnel does not correspond appears.

a. Registration fingerprint

Fingerprint device: Register the fingerprint with the standalone fingerprint Machine.

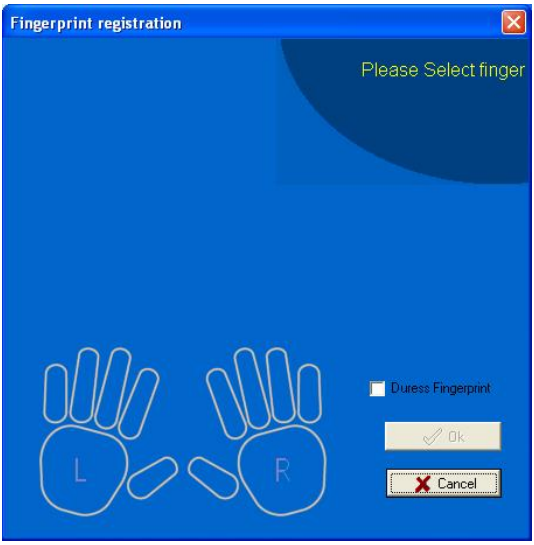
Under in "**Fingerprint manage**" drag-down box, choose the fingerprint device that have attached to system, after connects successfully, starts to add the employee. Select the department which the employee is at, after click "" button, input employee's register number, name and other related information. Single-click "**Register**" button to start the fingerprint registration.

Sensor: Register the fingerprint through the on-line fingerprint device.

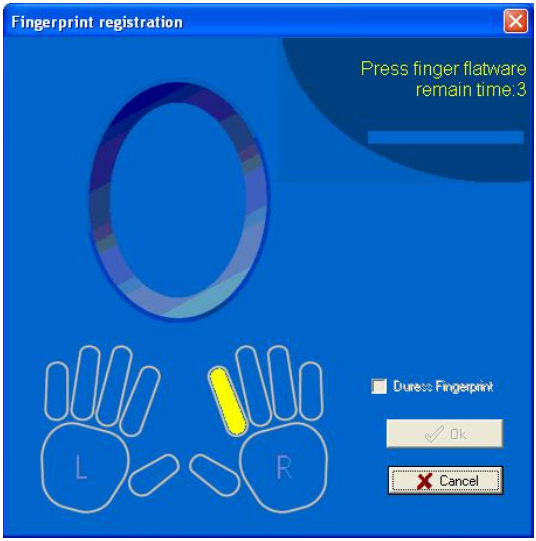
Notice: when you choose fingerprint sensor to enroll, there are two choices: Finger9.0 and Finger10.0, for the operation detail refer to Appendices 3.9 How to Generate License Files.

Sensor Registration flow:

Single-click "**Enroll**" button, shown as figure:



Start to register, click any finger in the interface with the mouse, the fingerprint Device that has been connecting with is in the registration condition:

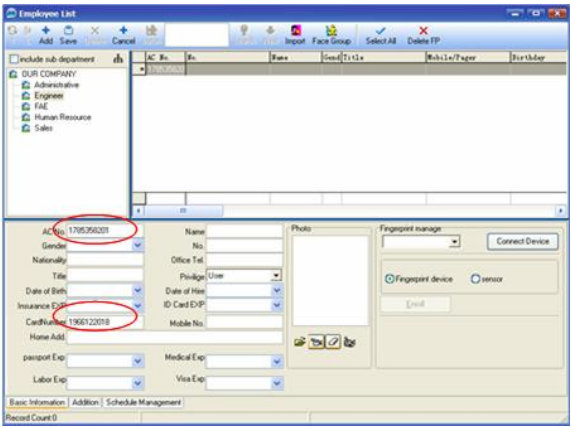


Notice: **You can choose to enroll duress fingerprint, but it is only effect when the device supports the function, otherwise it is just a general fingerprint.**

Follow prompts or press fingerprint on sensor face of the fingerprint device or fingerprint scanner, after press 3 times, prompt inform you registers successfully, then fingerprint registration finish. If want to backup fingerprint for system, chooses a finger registration. After the registration complete, press "**OK**" to return add the employee interface, continue to add the employee.

b. Registration card

Under "**Fingerprint device**" drag-box, choose the Device with radio frequency card function, after connects successfully, and starts to add the employee. Selects department which the employee is at, Click "" button, wave the card which want to be registered on the radio frequency card machine, after waving the card, this employee's register number and the card number can display the corresponding card the information, according to needs to change the serial number and the name, the card number do not change at random. The card number's length is 10. The cursor locates in the name column.

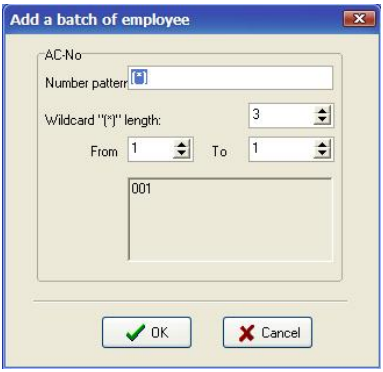


If want to add new employee, press " " button to repeat above this operation.

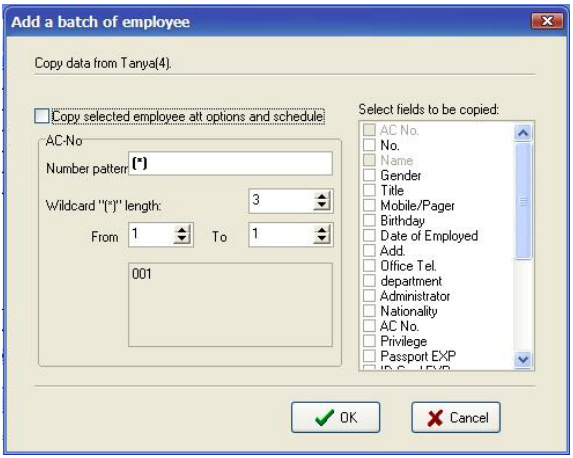
(2)Add Batch Employees:

When some departments enroll a lot of employee, you can use this function to add employees, lighten an operator work. E.g., a lot of employees want to be added to the FAE department, first select FAE department; click on the "**Add batch employees**" button, the adding batch employees' window appears.

a. If there are not employees in this department, the following appear



b. If there are employees in the department, the following appear

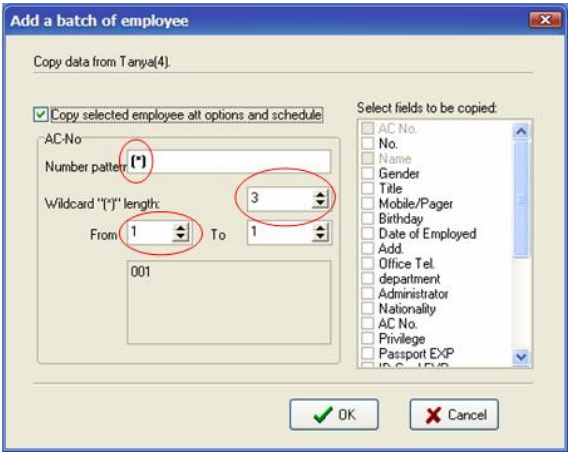


The backup data of employees witch select from FAE department display on the left-up corner, if the new added employees and selected employees own the same the shift and attendance setup, left-click "**Copy selected employee att options and schedule**", if there are other same field, select relating to fields from the **Select fields to be copied** list.

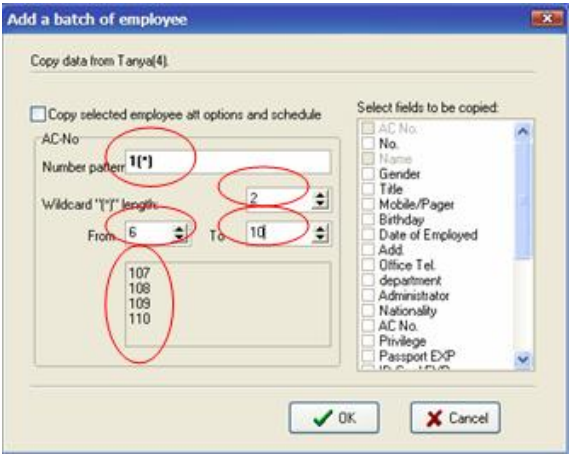
AC-No. Batch increase that department on adding batch employee. Through the "*"

Number pattern, it is easy to add employee's AC-No.

Number pattern: That means AC-No.'s format, for example, the employee's AC-No. of this department is the figure 1 at the first, and its pattern is 1***, input 1"*" to the **Number pattern** box, and input 3 to the **Wildcard "(*)" length** box. The window display following:



Wildcard "(*)" length: That is mean, how many figure the **Number pattern has**. E.g. the forward section of the AC-No. is 1***, it's Wildcard "(*)" length is 3, if the AC-No. is 1**, so it's Wildcard "(*)" length is 2. After the **Wildcard "(*)" length** has been defined; by use the "**From**" box, "**To**" box to create AC-No. range. E.g. create the AC-No. range from 106 to110; input 6 to "**From**" box, import 10 to "**To**" box, the **Wildcard "(*)" length** is 2, but from 6 to 9 width is one figure. At this condition, the system will add zero automatically. Shown as following interface:



Click on the "**OK**" button, add employees, and click on the "**Cancel**" button, return the **Employee List** interface.

(3)Modify Employee

Do not modify Employee's AC-No. Avoid there information don't match corresponding information in the Device. Select the employee, enter new data in the corresponding input box, and then press "**Save**" button to save.

(4)Transfer Employee

Click the " " button to transfer employees from one department to another department and this dialog box will pop-up:

In the box of **Fold Department** select the department to add new employee in, and click "**OK**" to transfer the employee, or "**Cancel**" to cancel this action.

(5)Employee's layoff

Some employees may remain in the company, but who don't belong to any department now, which is similar to the currently quite popularized lay-off phenomenon. Leaving-post employees can be re-employed through Employ Employee in Department Management. Click "" button to present this dialog box

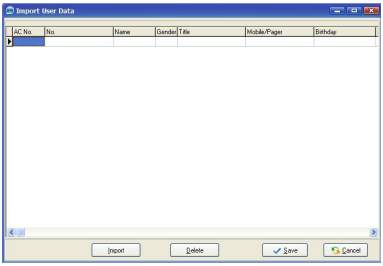
Press "**Yes**" button to layoff the employee, or press "**No**" to abandon this action.

(6)Import user data

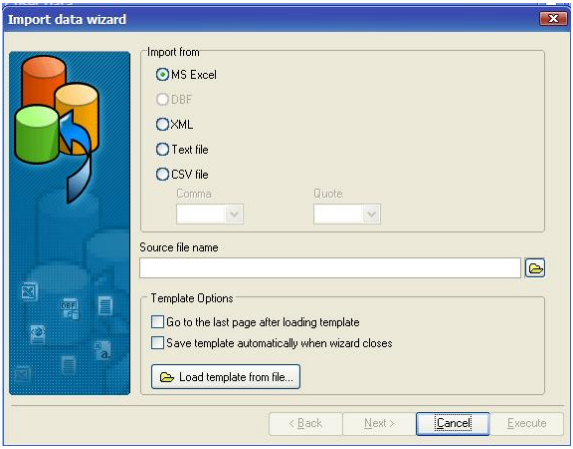
Import user data from the local disk.

Click "

" button, and the **Import User Data** interface pops up.



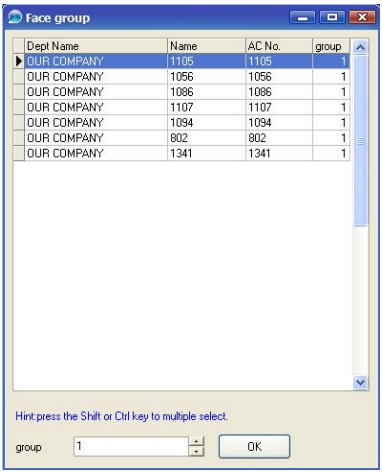
Click "**Import**" button, then the **Import data wizard** interface pops up. Then, add the user data stored in the local disk.



(7)Face group

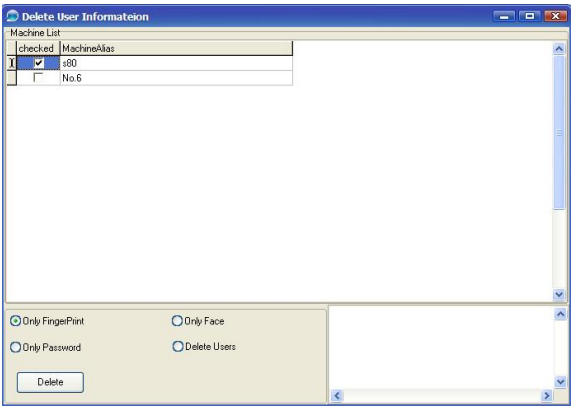
To use a face device and enter a face group, proceed as follows:

Click "FaceGroup", and select the users who have registered faces for grouping. For the users who have not registered any face, do not perform this operation.



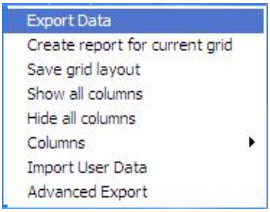
(8) Delete FP

Display the interface of Employee List as the administrator, select a user, and click Delete FP. Then a dialog box of connecting machine list is displayed. Select a machine, and then you can delete the user and the user's fingerprint, face and password, as shown in the figure.



2. Right shortcuts key operation

Right click a region of the **Employee List** to **Export Data** (export employee's basic information), production report is available; entire rank data also can be hideaway or showed in the current interface. Shown as following figure:



Export Data: Export all employees' information of the current department. Operation step like as Attendance port.

Create report for current grid: All employees' information in current department will display by report form. The operating method likes to export the data in Attendance report.

Save Grid layout: After change setting of data rank, save the data rank setting, it is allowed to use after through directly write down the data rank setting.

Show all columns: After click this option, employee's all information appears.

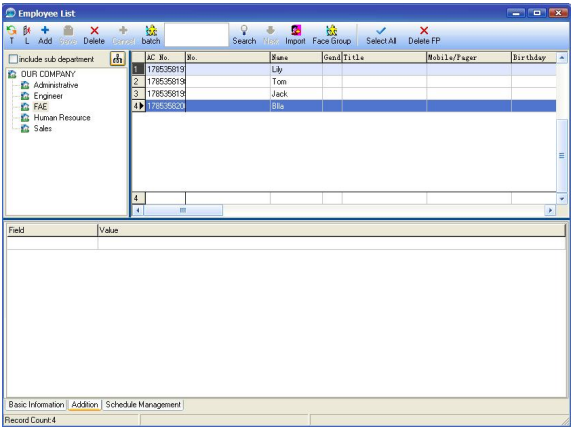
Hide all columns: After using this option, employee's all information will be hided.

Columns: Show the name of composition rank of employee information in the employee view. Move the cursor to the columns of the data, as shown in the diagram below the drop-down menu popup:

As shown in the figure, the drop-down menu to display is the employee of all field information, the user can click the appropriate field tick show, do not hit the hook is not displayed.

3. Click Department setting button " ", it is allowed to set the department setting. Its method is the same with the operation in department management.

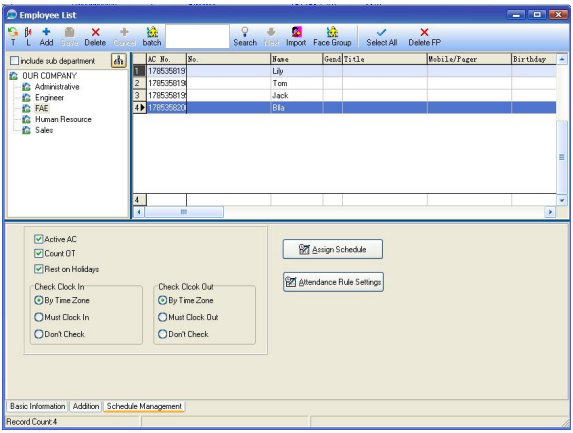
4. Click the pagination label of **Addition**. The windows will appear as follow:



Addition page can enter the employee is more important related information, select department, selected employee, in the field column input information content input column type, content, and then save the input information can be.

5. Schedule management

Click the pagination label of **Schedule management**. The windows will appear as follow figure:



Active AC: The item means weather the attendance is valid, if this item is defined, the employee will be accounted and statistic attendance in accordance with the attendance rule and other select item, otherwise, this employee doesn't need to keep the attendance record, and regard his record as normal on-duty, E.g. A leader of the department doesn't go to attendance, but his attendance is accounted on normal duty.

Count OT: Sign this item, counted by the employee over time.

Rest on Holidays: Sign this item, the employee will have a rest on holiday, if the employee is on duty, it will be signed to over time. Otherwise, the employees have to be on duty, if the employee is off duty, he will be accounted to absent.

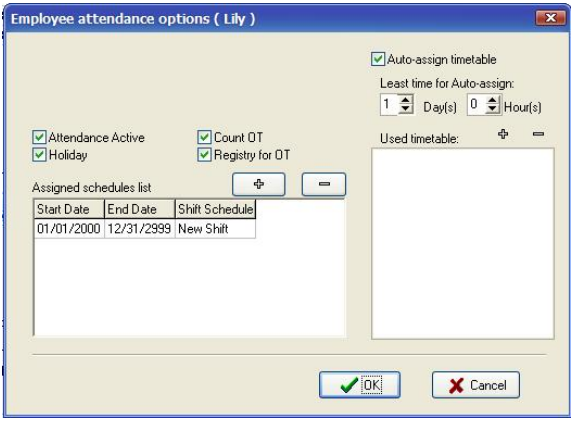
Check Clock In/ Check Clock Out: This item can control the employee must check-in or check-out, the setup privilege in the item is super than it in the shift schedule.

Employee Attendance setting

Click "

" button; enter employee's Attendance setting widows,

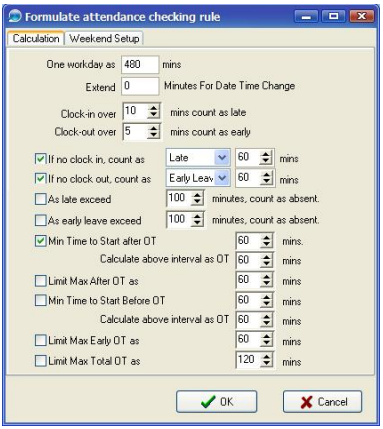
shown as following widows



The operation is same as **2.2.6 Employee Schedule**. Here not restatement.

Employee Attendance rule setting

Click "Attendance Rule Settings" button; enter employee's Attendance rule setting widows, shown as following widows


Formulate attendance checking rule
Calculation
Weekend Setup
One workday as 480 mins
Extend 0 Minutes For Date Time Change
Clock-in over 10 mins count as late
Clock-out over 5 mins count as early
If no clock in, count as Late 60 mins
If no clock out, count as Early Leav 60 mins
As late exceed 100 minutes, count as absent.
As early leave exceed 100 minutes, count as absent.
Min Time to Start after OT 60 mins.
Calculate above interval as OT 60 mins
Limit Max After OT as 60 mins
Min Time to Start Before OT 60 mins
Calculate above interval as OT 60 mins
Limit Max Early OT as 60 mins
Limit Max Total OT as 120 mins
OK
Cancel

Extended Time for Date Time Change: In the condition of no shift, set the attendance time for date time change. (This option is set in minute. For example,

indicates that the attendance time is clocked until 4:00 a.m. on the next day.)

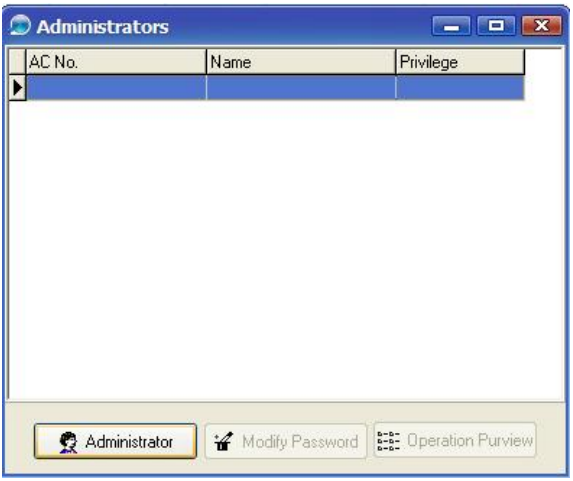
The other operation is same as basic settings and weekend setup of **2.2.7** Attendance Rule. Here not restatement.

2.2.3 Administrator Setting

1. Set administrator

To help protect you system from security, to prevent the data are changed by unauthorized personnel, this management program provide with the function to set administrator.

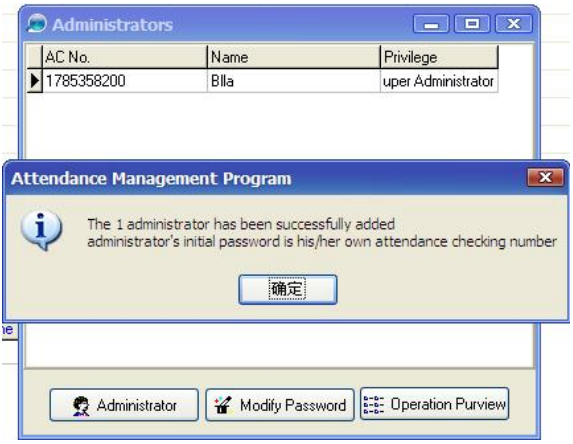
(1) Click the **Administrator** sub-item on the menu of **Maintenance/Options**, this window will pop up, show as following dialog box



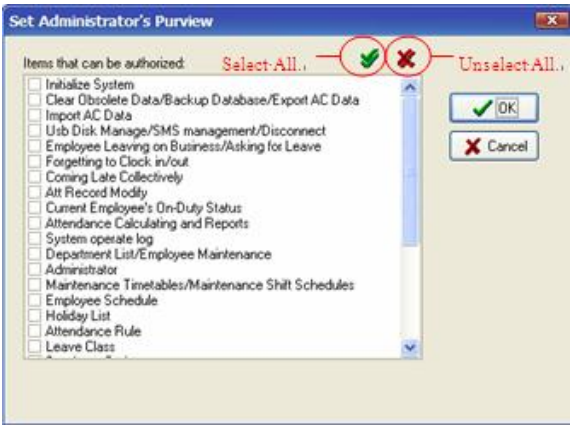
(2) Click on the "**Administrator**" button, the display is following:

(3) Select the administrator type you want to add (it is better to add supper administrator first), after click, following interface appear.

Choose the administrator you want to add in the interface, all administrators must be the company's employee.



(4) Administrator's initial password is himself/herself AC-No., click "**OK**" to enter the administrator privilege interface, may set this administrator is allowed to software in this interface be allowed to software.



(5) Single-click each item of front selection box, this item is able to switch from select to unselect, indicated this item has been selected, unselect all express that the system give each kind of administrator privilege by default setting. After selecting, click "**OK**" to complete the setting, if click "**Cancel**" to be allowed to set the privilege in the next time again (select the one which will have to revise in administrator interface, click "**Operation Purview**" button to reset). For more detail please see **Items that can be authorized**.

Note:

①Administrator is unable to revise own privilege, delete oneself, only the upper of administrators is allowed to revise, add or delete next level of administrators. Be unable to change the privilege or cancel the administrator unless when there is only an administrator.

②If a user is set to the administrator, the registration number of the user is the default login password of the administrator. To ensure system data security, the administrator is recommended to change the login password.

(6) Click "**Modify Password**" button, pop up window as shown below.

Old Password: Input old password.

New Password: Input new password.

Verify New Password: The input must be consistent with the new password.

(7) The system default administrator's password is this employee's AC-No., it is better to revises the individual password to guarantee system data security. After the administrator has been set in the system, the **Login window** will appear, unable to enter the system until input the right **User Name** and **Password**.

2. Administrator's privilege and classification

(1)Administrators' classifications

There are four kinds of administrators in the system, depending on the privilege height Sequence: Super Administrator, Department Administrator, Level 1 of Dep. administrator, Level 2 Dep. Administrator.

(2) Administrator's privilege

The **Super Administrator** may manage all employees; the **Department Administrator** only can manage this department employee.

Super Administrator: The super administrator is highest level of administrators in the system, the super administrator own privilege to add, revise, delete administrator besides oneself, it is allowed to initialize the management system and set the database. His/her default privilege is allowed do any operation for the system. If unselect all in the interface of **Set Administrator's Purview**, then the default privilege will be used; If only several items has been selected, then this administrator who has the operation privilege can select the corresponding project only.

Level 2 Dep. Administrator: Level 2 Dep. administrator is allowed to add this department administrator, and same level perhaps the low level of administrators revise privilege, delete this department besides oneself, who is not allowed to operate other departments' any administrators. If only several items have been selected, then this administrator, who has the operation privilege, only can select the corresponding project.

Level 1 Dep. Administrator: Level 1 Dep. Administrator may add this department administrator, and same level perhaps the low level of administrators revise privilege, delete this department besides oneself, who is not allowed to operate other departments' any administrators. If several items have been selected, then this administrator, who has the operation privilege, can select the corresponding project only.

Department administrator: The department administrator may add this department administrator and the same level administrator revise privilege, delete this department in besides oneself, who is not allowed to operate other departments' administrators. If several items has been select, then this administrator, who has the operation privilege to select the corresponding project only.

3. Items that can be authorized

Clear Obsolete Data/Backup Database/Export AC Data: There are 3 projects under the **Data** menu, the administrator own this privilege to save and examine the data.

Import AC Data: It is able to import recording data in the file to the system through **Import AC Data** under the **Data** menu.

Employee leaving on business/Asking for Leave: Click "**Arrange Leave/report**" sub-item under **Leave Managment** menu, may set the employee leave on business / asking for leave condition, and produce the corresponding data sheet.

Forgetting to clock in /out: If the employee forgetting to clock in/out, add clock in/out record for this employee. Choose **Forgetting to clock in /out** sub-item under **Leave Managment** menu.

Coming Late Collectively: If employee have forget collectively to clock-in/out, then neglects assigned time clock-in/out record, or add the clock-in/out record again this sub-item under **Attendance** menu.

Attendance record: May search employee's attendance record and revises the diary through this sub-item under **Search/Print** menu.

Current Employee's On-Duty Status: May search the employee current time in the **At-post**/**not At-post** situation through Sub-item.

Attendance Calculating and Reports: Under **Search/Print** menu, also may click on "**Report**" icon to enter, may inquire each kind of exception, statistics the Attendance, produce report, and print the report.

Department List/Employee Maintenance: May set the department in the department management; revises the employee information and employee's Attendance setting in the Employee maintenance through sub-item **Department list**/ **Employee maintenance** under the **Maintenance/Options** menu.

Administrator: Under the **Maintenance/Options** menu, set up the administrator and assign the privilege.

Maintenance Timetables/Maintenance Shift Schedules: Click this sub-item under the **Maintenance/Options** menu, create the working Timetable in the Maintenance Timetables, manages the shift schedule, chooses properly working timetable or the timetable combines to establish the different shift schedule.

Employee Schedule: Under the **Maintenance/Options** menu, assign the Shift Schedule which already set to employee.

Holiday List: Set the holiday under the **Maintenance/Options** menu.

Leave Class: Under the **Maintenance/Options** menu, go on a leaves setting, and leaves statistical rule in report form.

Attendance Rule: Set up the Attendance rule, and statistical rule for Attendance project in report.

Database Option: Set up the database connection through this sub-item under the **Maintenance/Options** menu.

System Option: Be able to carry on the setting to software some options under the **Maintenance/Options** menu.

Connect: Be able to connect with Device through this sub-item under the **Device Management** menu.

Download attendance logs: To download the data record is available through the **Device Management** menu.

Upload user info and FP: Ability to upload the user information through the **Device Management** menu.

Downloads user info and FP: Under the **Device management** menu, you can download user fingerprint info and FP

Delete AC Log: Eliminates the Attendance data recording in machine through sub-item **Delete AC log** under the Device management menu.

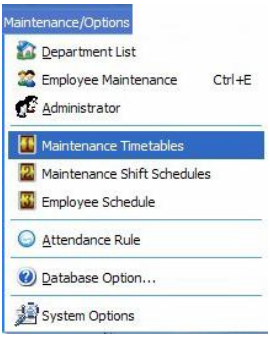
AC Manage: Be able to examine the Device information and carries on some operations to the Device through this menu.

Device/Del Device: Can add, delete, and revise the Device the communication information through this sub-item under the **Device Management** menu

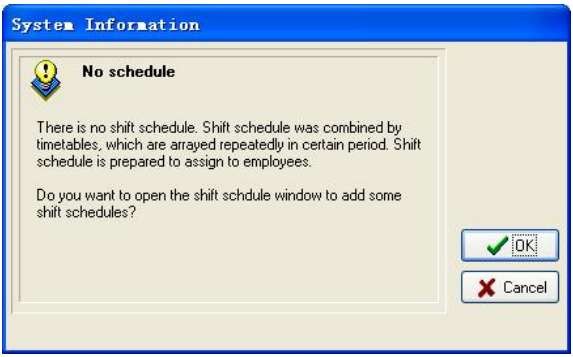
Sync Device: Synchronize Device time with Computer time through Under **Device Management** menu.

2.2.4 Timetable Maintenance

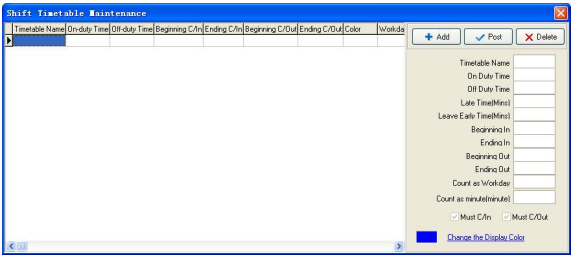
Before **Maintenance Shift Schedules**, the **Timetables** must be set up to complete, select "**Maintenance/Options**" menu, click on the "**Maintenance Timetables**" in the main menu, can set Timetable which is used to arrange employees shift, the interface is following



If you has not set the shift schedule while set the Timetable, the system will auto-prompt you should go on shift scheduled management setting, shown as following figure.


System Information
No schedule
There is no shift schedule. Shift schedule was combined by timetables, which are arrayed repeatedly in certain period. Shift schedule is prepared to assign to employees.
Do you want to open the shift schdule window to add some shift schedules?
OK
Cancel

1. Click "**Cancel**" button, return main menu windows



2. Click on "**OK**" button, start to set Timetable, the window is following.

Setting the On/Off duty times in this organization, follow the guide to set Timetable and shift schedule.

According to the company real condition, the method of on-duty and off-duty is selected, is twice attendance (**On duty in morning. Off duty in afternoon.**), or is four times (**On duty and Off duty in morning and afternoon**.), input correspond to on- duty and off-duty time, click "**Cancel**" button, return main windows click "**Next**" button to continue setting.

If chose twice attendance, click "**Next**" button to continue setting, the window is

following.

This windows may set the beginning times for C/In and C/Out, definite the time range of clock-in(C/In) and clock-out(C/Out), and whether at this time employee must be C/In and C/Out, if want to select this item, just put tick in the selection box, also can set different option depending on different department and employee, click "**Next**" the window is following

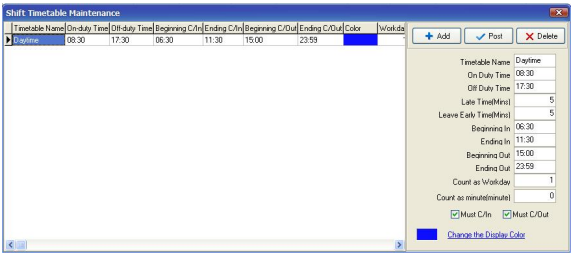
Attendance schedule wizard
Att Rule
Set the attendance rules of the whole organization.
How many minutes after on duty time will be counted as Late?
5
How many minutes before off duty time will be counted as Leave Early?
5
Cancel
< Back
Next >

On the window, set regard as coming lately time and regard as leaving early time,

click on "**Next**" button to enter next window.

Attendance schedule wizard
OK
System will add a timetable named "Daytime" and a shift schedule named "Normal".
And after that, you can assign this new shift schedule to employees.
Assign this schedule shift to employees who has not assigned any schedule
Assign this shift schedule to every department as default schedule
Click "Finish" to commit this operation.
Cancel
< Back
Finish

On the window, the system prompt that it will add a timetable named "**Daytime**" and a shift schedule named "**Normal**". If before operation had chosen "**On duty and Off duty in morning and afternoon**". System will add two new Timetables; each is "**A.M**" and "**P.M**". There are three options on the window, according to need to select, and then click on "**Finish**" button, and complete setup. User can chose "**Assign this schedule shift to employees who has not assigned any schedule**" or "**Assign this shift schedule to ever department as default schedule**", click on "**Finish**" button, enter period of **Shift Timetable Maintenance** window.



The **Shift Timetable Maintenance** interface may be divided into two parts, left part mainly are the Shifts Timetable list, right side is the Shift Timetable management. May add, delete,and revise Shift Timetable.

Add: Single-click "**Add**" button to add a new Timetable, then input the Timetable name, On Duty Time/Off Duty Time, recording the time as coming lately (Late Time (Mins)), recording the time as leaves early (Leave Early Time (Mins)), etc. The Attendance record is the effective record only within the hour of Clocking in/out; take these recording as standard to statistics logs. Simultaneously definite this Timetable, whether employee must Clock in/out or not. The input time format is hh:mm, which separately corresponds the hour, the minute.

Delete: Selects the Timetable which has already existed, single-click "**Delete**" button to delete the Timetable which has been selected.

Save: Single-click "**Save**" to renew, when revised or add a Timetable, clicks this button to save the Timetable setting information.

The field of meaning in Timetable settings

Late Time (Mins): As above figure show, the setting value is 5 minutes, Illustration's On Duty Time is 09:00. E.g. A. Clock In at 09: 03, B. Clock In at 09: 07, so the A is not coming late, because he check-in time is not over 5 minute, the B is coming late for 7 minutes, because he check-in time is over for 2 minute.

Leave Early Time (Mins): It is the same as **Late Time**, depend on the difference between the clocking out time and the Off Duty Time.

Beginning /Ending In: Must input. Within check-in range of This Timetable the record regard as validity, outside this scope checking record is the invalid record.

Beginning/Ending out: Must input. Within check-in range of This Timetable the record regard as validity, outside this scope checking record is the invalid record. Begin and End Clocking out time can not overlay.

Count as workday: Refers to each Shift record how many working days, if here the value has been set, the program will defer to the setting value to statistics working day, otherwise according to Attendance rule in option statistics.

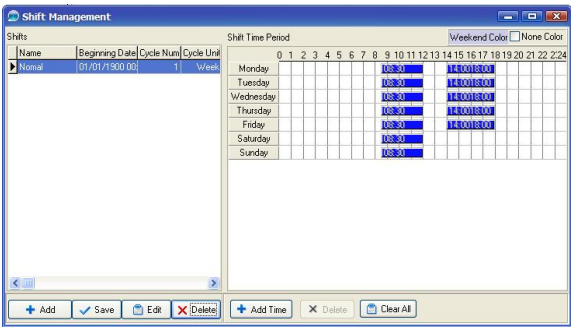
Count as minute: The period of this Timetable will be recorded how long time in the **Report**, may set it by user. For example: a Timetable's reality length is 9 hours, may record it as 8 hours, also records in the **Report** this Timetable is 8 hours.

Must C/In and Must C/Out: According to the different post and the different request may definite the Shift Timetable whether has to check out/in.

Change the Display Color: May change each Shift Timetable color, used to differentiate each different Shift. Just left-click the color with the mouse, the color will be modified.

2.2.5 Shift Management

After setting Timetable, Be able to set Shift Schedule, Select "**Maintenance/Options**" menu, click "**Management Shift Schedules**" sub-item, and then you can enter shift menu with the following window:



This interface may be divided into Shift name and Shift Timetable, the Shift name box include Shift **Name**, Shift **Beginning Data**, Shift **Cycle Num**, Shift **Cycle Unit**.

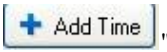
Name: The shift name can't be repeated, and all the fields in the form can't be empty.

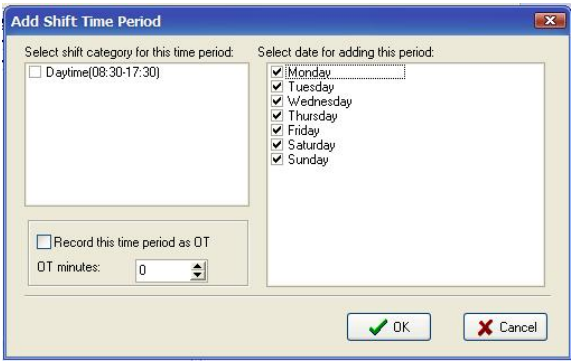
Beginning Data: Application Beginning Date is in the form of **yyyy-mm-dd,** for example, November the **15th, 2003** is recorded as **2003-11-15**, and March the **6th, 2003** is recorded as **2003-03-06.**

Cycle Num: Shift cycling periodicity = **Cycle Num * Cycle Unit.**

Cycle Unit: Cycle unit consist of day, week, months

Shift Management Tool Bar to add, cancel, modify shift. Under the status of adding or editing shifts (when " " button is valid), you may Add/Edit/Delete Shift Time Periods.

Add: Single-click " " button to **add a new Shift**, the blank Shift Timetable will appear in the right side, then click "  " button, following window will pop up:



Select a Timetable which has been setup in down-drag menu, add shift Timetable directly. Which day are you on duty, you make a mark "☑" on the day you selected. At same time sign the day as over time or not, then click "**OK**" button to save setup, click on "**Cancel**" button to give up the action.

Delete Shift: Choose a Shift that want to be deleted, click "Delete" button to delete.

Edit: Choose a Shift that want to be edited, click "Edit" to edit.

Delete Timetable: Click on "Delete" button, selected Timetable will be deleted.

Save: After a Shift has been edited or added, click "Save" button to save related information.

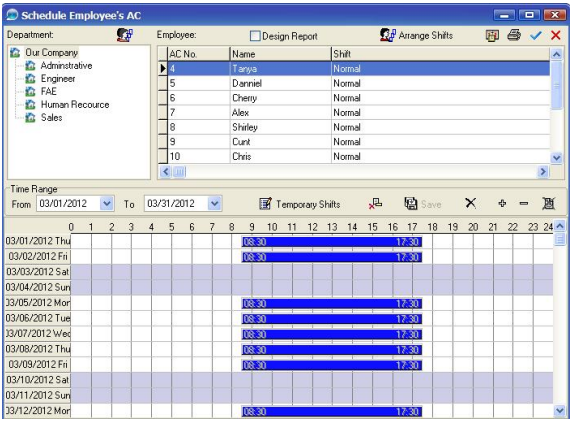
Weekend color: Set the display color at weekend in a shift period. Click **Weekend color** and the **Color setup** interface pops up. If the device does not need any color,

select **No color**.

2.2.6 Employee Schedule

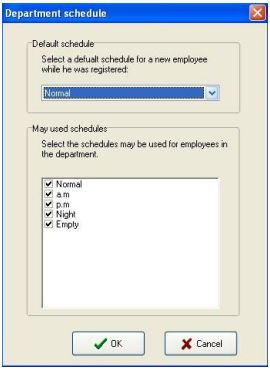
If employee has not been scheduled, then at finally system is unable to statistic the Attendance records, if a employee did not belong to shift the system will be unable to distinguish his Attendance record which was goes to work or gets off work, and fail to count his Attendance.

After setting the Timetable and the Shift Management, Select **Maintenance/Options** menu, clicks "**Employee Schedule**", open the window of **schedule employee's AC** Here; you can maintain data related to **employee's shifts.**



Left side of the page demonstrates that shift schedule depending on the department. Click department name with mouse, can show all employees and its Shift Schedule in the right side employee module.

Assign Employee Shift by department: according to the different department's characteristic to assign employee shift, Single-click **Department Schedule** button on the left angle, the following dialog box appears



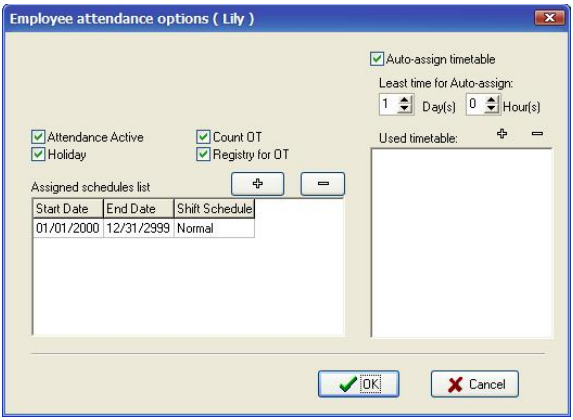
Default Shift schedule: Select a shift from down-drag menu, make it as default Shift which is used for enrolling new employee, after enrolling new employee it will give new employee a shift.

May used schedules: Able to display name of current setup shift in the shift schedule list, when arrange department shift, the shift will not display list until selected shift.

Normal Assign employee Shift

The part of the page in right side is the assignment employee shift the module. Assign employee shift not only individual all, but also by the batch. Click all choice "" button to assign all employees shift. in the employee's list interface, hold down the "**Ctrl**" key and with the mouse single-click the employee to complete the multiple-choice, choose the employee who needs to be assigned to shift, then click

Arrange Employee's shifts button "Arrange Shifts", the following interface appears



Attendance Active: Refers whether Attendance is effective or not, after choosing this item, according to the Attendance rule and the shift schedule, total of Attendance record is available, otherwise, this employee will not participate in Attendance, whose records regard as normal work. For example some leaders do not need to count the Attendance for normally go to work.

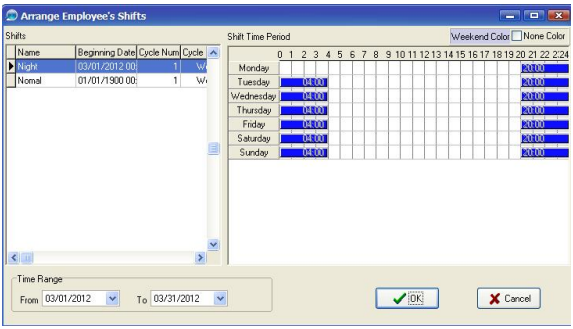
Count OT: After choosing this item, ability to calculate this employee"s working overtime.

Holiday: After choosing this item, this time the employee who has been assigned shift will rest in the holiday, if he/she will go to work, his/her record will regard as working overtime, otherwise, this time the employee who has been assigned shift have to go to work in the holiday, if he/she does not go to work, his/her record will regard as absence from work without an excuse records.

Registry for OT: Refers to employee's all working overtime which is this time to

assign employee shift must pass through the registration or the verification only ,then it take effective.

In current arrange shift under the option to be allowed to examine this employee's entire shift, may add and delete change employee's shift. Click " " add key, the following interface appear:

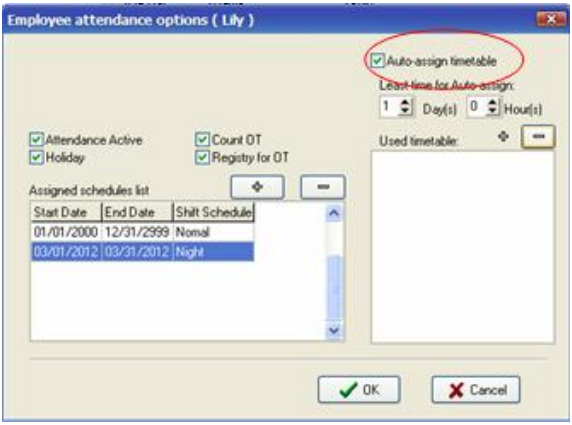


All shifts and the shift Timetable display in this interface. Chooses a new shift from these shifts which have been set, determine its beginning and ending time, single-click "**OK**" button to confirm the operation, single-click "**Cancel**" button to give up operation, returns to the assignment employee shift window. After arranges successfully, the corresponding shift name will display in employee's shift column, and time list can show on-duty Time Period in the interface.

3. Auto- assign timetable

If assignment employee shifts or changing shifts schedule is too frequently, and there is not the rule to follow, auto- assigning employee shifts is available, auto-assign employee shift refers to employee does not has fixed shift schedule in the definite time, but he /she has the Attendance record, the system may automatically

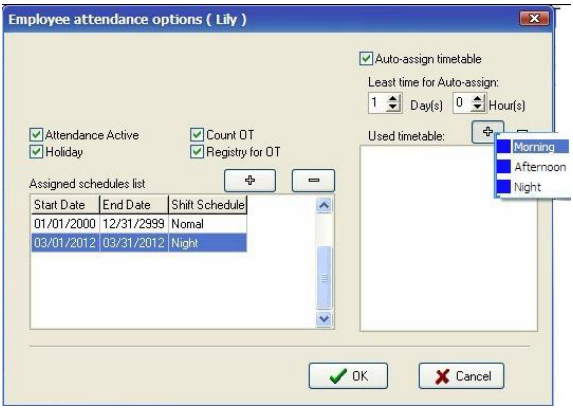
judge the Timetable which record belong to. After choosing the auto-assigning employee shift, the following interface appears:



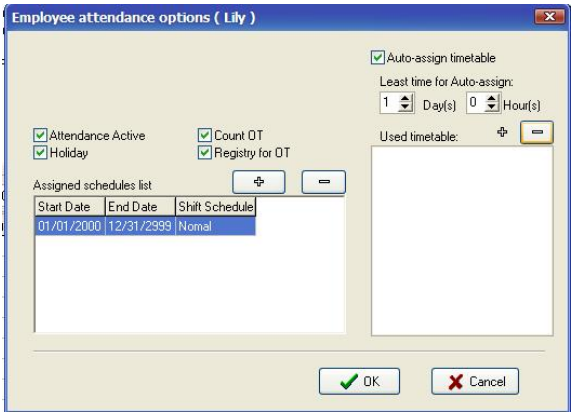
The auto-assignment employee's shift function is that, while employee who does not assign shift to Timetable, but he/she has attendance record, the system will can define automatically the Timetable. This function main use in more changes shifts.

Least time for Auto-assign: Choose the least time for auto-assign, the least time for auto-assign employee shifts refer to after you have set the time, for instance 1 day, the system only could not carry on the judgment by the shift Timetable until the time which the employee has not arranged in groups is more than 1 day, otherwise did not judge. **Used Timetable**: This employee possibly shift Timetable, single-click "

" button, the choice shift Timetable appears, these shift Timetable are the name list of the set shift which have already been set in shift management. Interface as follows



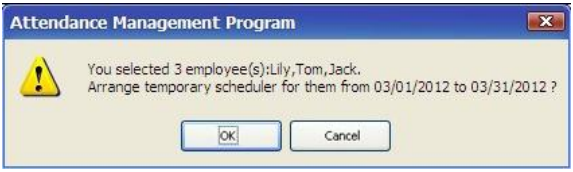
Left-click shift names that select from display shift name list add selected shift. If want to cancel shift where there are used timetable, first define timetable, click on "−" button, it will be canceled. Show below:



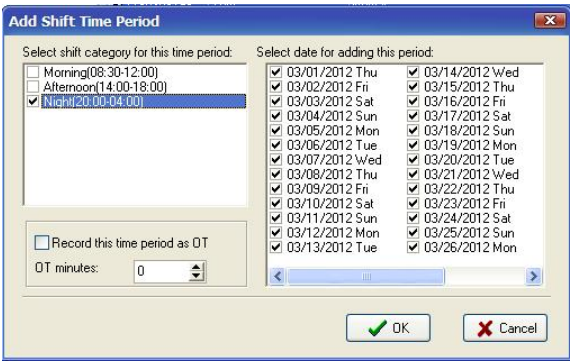
After set up, click on "**OK**" to save setup, click on "**Cancel**" to give up action, return attendance setting label

4. Employee temporary shifts

If one (or several) employee needs to change his/her work hours temporarily, his/her shift can be arranged temporarily. Select employee, if you want to select a lot of employees, can hold down "**Ctrl**" key, simultaneously click employee or use all choice button, click Employee temporary arrangement button "Temporary Shifts", pop up dialog box, window is following:

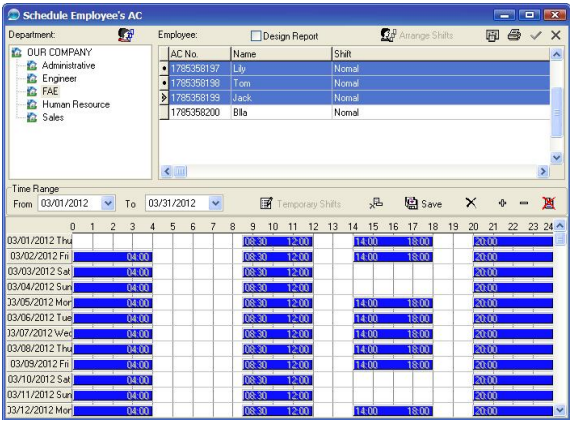


Click "**OK**" button, enter temporary schedule, click "**Cancel**" button, return **Schedule Employee's AC** window. First definite schedule hour, then click on **Add Time Period** button "", popup the following window:



Select shift category for this time period on the window of **Add Shift Time Period**, and **select data for adding this period**. The operation method is the same in

Maintenance Shift Schedules to add period of time. Click "**OK**" button, to save **Time Period** or click "**Cancel**" to cancel the action. If select Night (20:00-04:00), select all date, then click "**OK**" button to save, and return Schedule Employee's AC window. The temporarily schedule will appear in the shift schedule list. Show as below:

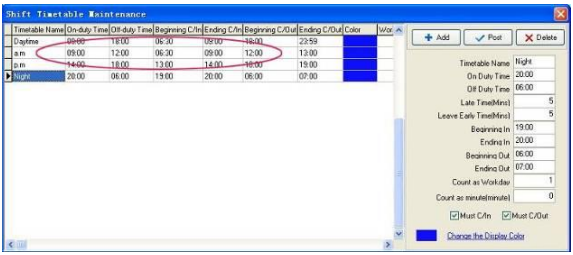


Before saving this **Temporary Shift**, be allowed to select the Time Period, press "" key to delete it, Press "" button to delete all Time Periods, click "Save" button to save it. If this temporary shift you add have been saved, press "" button to cancel temporary shifts during this period.

5. Shift schedule regularly change

There shift schedule regularly change that exist in most company, how to arrange the shift schedule regularly change, To handle various Shift schedule regularly change is a software's strong function.

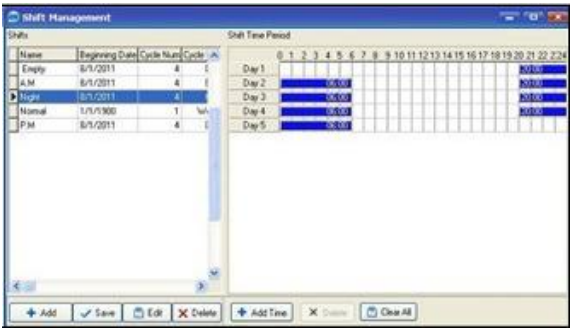
Here ,illustrate change shift method with four shifts three times change a week, example ,there are A, B, C, D four shifts, working hours schedule are divided into, a.m shift, p.m shift, night shift, three Timetable, the application beginning date is 1. As before instruction finish the operation, the following window appear



Employee working hours schedule list:

Date shift	a.m shift	p.m shift	Night shift	Have rest
1	A	B	C	D
2	D	A	B	C
3	C	D	A	B
4	B	C	D	A
5	A	B	C	D
6	D	A	B	C
7	C	D	A	B

From schedule list, the regular are fund, cycle of all employee work hour is four day. so, A, B, C, D four shifts' s four day working hours are divided into four shifts. Other shift follows the instruction.



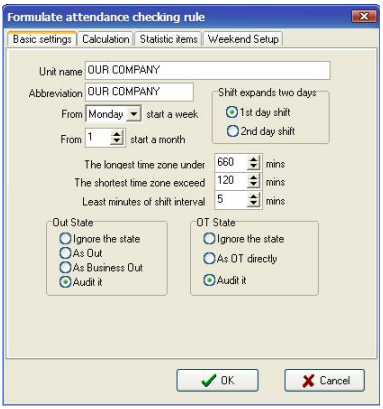
Time Range: Refers to show all employees schedule time which day start, and which day end Timetable in the below rolling region.

2.2.7 Attendance Rule

All attendance computation of statistical comply with attendance rule, The attendance rules consist of Employee Attendance rule and Attendance rule. The Employee Attendance rule has the higher priority level than the Attendance rule. That is, if the Employee Attendance rule is set (refer to 2.2.2 Employee Maintain to set the Employee Attendance rule), it prevails; otherwise, the Attendance rule prevails.

The procedures for setting Attendance rule are as follows:

1. Select **Maintenance/Option** menu, click "**Attendance rule**" option, and this window will pop:



This interface consists of four pagination pages;

It is required to set the beginning day for each week or the beginning date for each month. Some companies calculate their attendance record from Sunday, and other from the 26th, after these setup, it is convenience for calculation to select time.

If a shift expires 0:00, it should be defined which workday this shift belong to.

How many minutes are the maximum shift Time zone no more than? How many minutes is the min shift Time zone no fewer than?

In order to determine attendance status, verify record correctly, grant smart schedule demanded, so that the valid attendance time is not litter a few minute. Otherwise the system will determine record as invalid

E.g. an interval of five minute, there is valid record at 8:10, so, among 8:10 between 8:15 records are invalid, it is valid record only after 8:15.

Out state:

There are four methods to be selected to handle leaving status

Ignore state: This status is ignored while attendance statistic to handle.

As Out: This out status is signed Normal out.

As Business Out: This status is sided on business out.

Audit it: make verification for record by hand, examine employee whether go out.

Over time "OT" state:

The over time consist of, counting over time, not counting over time, administrator allowing and count over time, three status

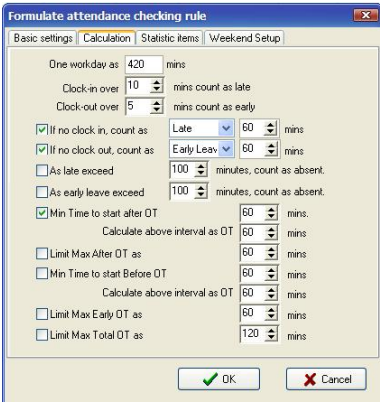
Ignore the state: attendance statistic does not count over time;

As OT directly: Over time does not need to be examined, count it directly:

Audit it: make to verification for record by hand, in order to examine whether employees have over time

Examine operation is sub-item which attendance exception require and record list other exception require.

2. Click **Calculation** pagination, account window appear, it is following:


Formulate attendance checking rule
Basic settings
Calculation
Statistic items
Weekend Setup
One workday as 420 mins
Clock-in over 10 mins count as late
Clock-out over 5 mins count as early
If no clock in, count as Late 60 mins
If no clock out, count as Early Leav 60 mins
As late exceed 100 minutes, count as absent.
As early leave exceed 100 minutes, count as absent.
Min Time to start after OT 60 mins.
Calculate above interval as OT 60 mins
Limit Max After OT as 60 mins
Min Time to start Before OT 60 mins
Calculate above interval as OT 60 mins
Limit Max Early OT as 60 mins
Limit Max Total OT as 120 mins
OK
Cancel

You need to set that the work hour account by minutes; this value should be the same with on-duty hour, because statistics result correct depends on this value.

In the step, how many minutes will be recorded as coming late after expire on-duty time, how many minute will be recorded as leaving early before near off-duty, the definition of time period must be the same with time period of the maintenance setup, otherwise the statistics result is Not correct.

For the clock-in record, how many minute means coming late of neglect work, for the clock-out record, how many minute means leaving early or neglect work.

If you're coming late or leaving early is over to definite minutes, there will be regard as absent work

Can set overtime which are how many minutes it exceeds clock-off time, so this will be record overtime.

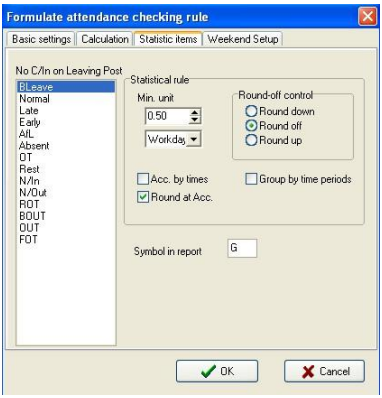
You can set whether overtime work is recorded after clock-out. If you select **Overtime work interval after clock-out**, the subsequent interval is valid and you can set the interval as the overtime work period. You can also restrict the maximum interval as overtime work after clock-out (in case of insufficiency, use the actual

time; in case of excess, use the maximum time).

You can set whether overtime work is recorded before clock-in. If you select **Overtime work interval before clock-in**, the subsequent interval is valid and you can set the interval as the overtime work period. You can also restrict the maximum interval as overtime work before clock-in (in case of insufficiency, use the actual time; in case of excess, use the maximum time).

You can also restrict the sum of overtime work period before clock-in and after clock-out (in case of insufficiency, use the actual time; in case of excess, use the maximum time).

3. Click **Statistic items** on the pagination and following window will pop up.



You can set statistical rules and symbols for employee leave on business, coming late and leaving early, etc, on the pagination label.

FOT (Freely over time): Over time work is not registered in schedule, employee attendance is regard as freely overtime.

Note: The system default setup only qualify with attendance situation which one day is divided into two Time Period, if one day is divided into more than three parts for attendance, please select all item and total them to ensure the accuracy of the calculation.

Group by time periods: This item will define whether attendance record will be distributed into their corresponding shift Time Period. E.g., select all items that are without clock-in item and group them, then you will get the total of time without clock-in and clock-out item.

Acc. by times: Only count the times, how many times are to display on the record list, No time record.

Round at Acc: select this item's all time to amount, which become into corresponding statistic unit, then according to min unit setting rule to round.

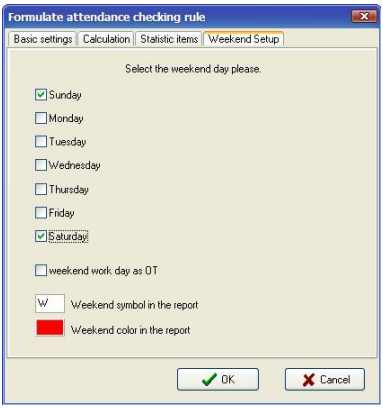
Round up: when the statistic data have point, the system will make after point figure to carry upward as 1. For stance, the min unit is 1-work hours, so that the calculation result of 1.1and 1.9-work hour will be record 2-work hour.

Round off: If the left value which after point figure excess 5, the value add 1, otherwise the left value is abandon

Round Down: Abandon the value No matter how many it is.

E.g. min unit is 1 work hour, so that the calculation result's 1.1and 1.9 count as 1 work hours

4. Click the **Weekend Setup** tab.



(1) You can set any one or multiple days as weekends. Select the desired days as weekends and set the weekend symbol (default: W) and weekend color (default: red color).

(2) Some companies are giving full day OT. IF the employees working on weekend, you can put tick in front of weekend work day as OT item, means everyday is workday.

2.2.8 Database Option

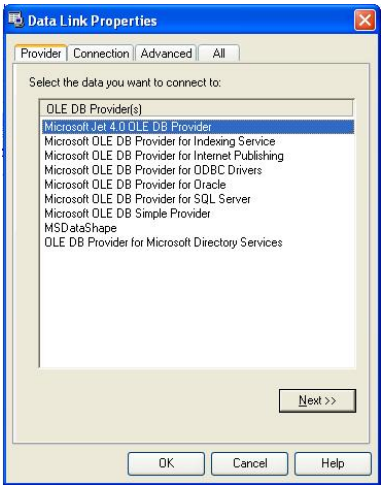
The system adopts Microsoft ADO database interface, default single Access2000 database, filename is att2000.mdb, and you can set up database link according with real situation.

When system appear following error prompt, you need modify you database link setup

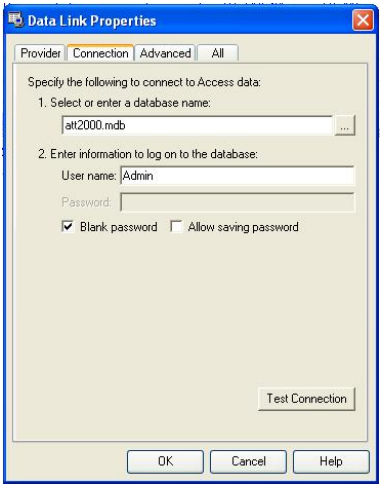
Connect Microsoft Access databases

Select "**Maintenance/Options**" menu, click **Database Option** sub-item, the following window pop-up

1. How to set Link Microsoft Access databases, Select Microsoft Jet 4.0 OLE DB Provider;



2. Click "Next" to enter next step, or create a link to enter following window.



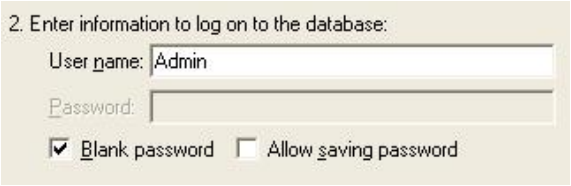
Click "..." button, select database filename

A: For a single computer

Through the pop-up menu of File Manager, attach it in the attendance database file. The default file path is C:\Program Files\AttMid-east\att2000.mdb

Click "Test connection", if the prompt inform you the connection is successful, that means that the software have been create link between databases, shown as following figure:

User may use the password to guarantee databases security, if you do not want to input password, please remove tick from "blank password", put the tick in the password input box, click "**OK**" to enter next, Shown as following figure



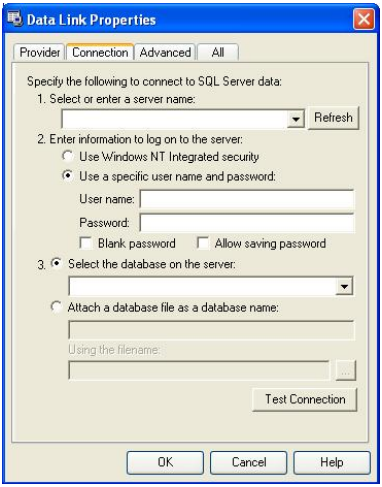
B: For a Network

For instance, three Attendance systems are linked together, with their computers labeled with Computer1, Computer2, and Computer 3 respectively and Computer1 is the host. First, make the installation directory of the attendance system on Computer1 to share with other computer, and grant Computer2 and Computer3 to read-write and access Computer1 is available. The Database link on Computer1 is pointed to the local Attendance database, and database link on Computer2 and Computer3 is pointed to the database on Computer1. Thus the three machines are able to share data.

Link to SQL Server

If you want to use a network database, first you should establish the Fingerprint Attendance System database on the database server. In the installation directory of this Attendance system, you can find a file with the name of sqlserver.sql, which is the SQL script for establishing the Fingerprint Attendance System database on Microsoft SQL Server 7.0. If you are using other database server, please refer to this document to establish the Fingerprint Attendance System database.

Provider Select Microsoft OLE DB Provider for SQL Server clicks "**Next**" or "**Connection**" to enter the following window:



Defined Name of the server which store up the database severs information and database you login. Click "**OK**" button to complete setting

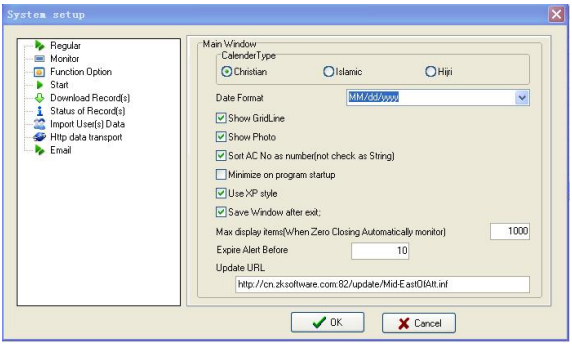
2.2.9 System Option

Set system monitor, function configure, and mainly window display.

Regular

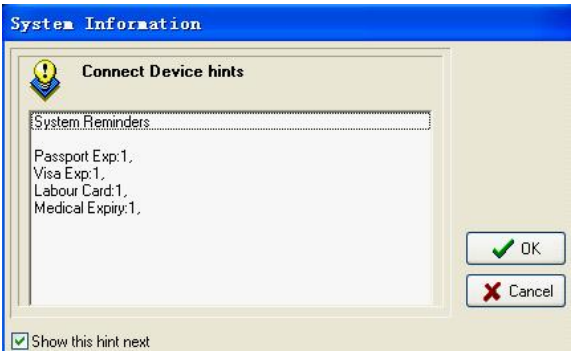
User can change the display mode and the style of some interfaces depending on his/her favor a. Only need to put tick in front of item.

User also can change the date format to any date format. Click the drop-down button behind Date Format item, chose your favor format in the drop-down list.



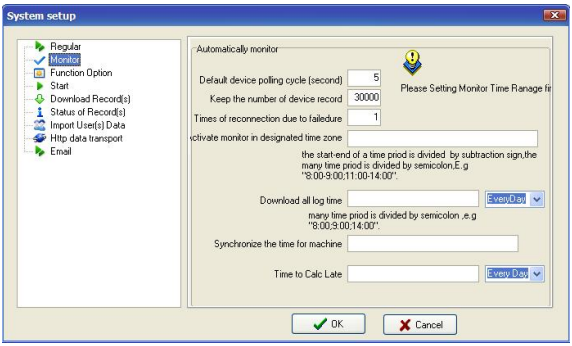
Expire Alert Before：Set the days in advance to warn the administrator of the expiration of users' passports, visas, medical treatment and labor contracts.

As shown in the figure, if it is set to 10 days, the information of the users whose passports, visas, medical treatment or labor contracts would be expired within 10 days is displayed on the software start interface. (If the expiration date of a user's passport, visa, medical treatment or labor contract is not recorded in Employee Maintain, the information cannot be displayed.)



Monitor

Provide administrator with convenience to view Attendance record or open the gate the condition in the first time. After the system connect with the device, when through the device the user verification is successful, its transaction will real-time transfer to software, and display in the demon region of the software main interface



when program start up, activate the auto monitor: Start up all device this program connect with, cyclically poll, if this option does not is selected, after starting this program, the device is unable to cyclically polling the auto monitor.

Default device polling cycle (second): While the device continually and cyclically the monitoring, because all sorts of reasons can cause some device disconnection temporarily, here be able to set a cyclical second number while the device cyclically auto- inquires (generally decide as 120).

Keep the number of device record: Total of device record, refers to the user data record which each device download from, may input a general number to deposit record in here, after surpasses over the definite value, automatically clear user data record in device. For instance here set is 1200, when the recording number downloads to 1201, in the device user recording number will be able the automatic cleared, the number to be able to become 0.

Time of reconnection due to failedure: try connection again, the number of times (generally to decide as 3), in order to restores the normal; the device will automatically reconnect with in the situation.

Activate monitor in designated time zone: May define some the Time Period to start the monitoring. If the polling is uninterruptedly, then the entire monitoring network will bear very big load, so define a Time Period to begin using the monitoring, like this can reduce the load for the monitoring network. Attention writing format, for example: 06:00-22:00.

Download all log time: Set the log download time (24-hour) and period.

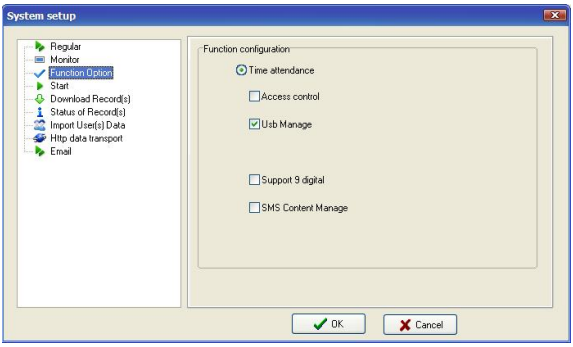
Synchronize the time: Set a time to synchronize the time of all connected devices. For example, if it is set to 10:00, the system will automatically synchronize the time of all connected devices at 10:00.

Time to Calc late: Set the time (24-hour) and period to automatically send Email to the users who clock in late and clock out early.

Note: The software supports attendance cameras can use this feature.

Sync device: May define time to complete the computer synchronize up all devices which have been added. When this time arrived, the auto-synchronize the entire device those connect with the system, Attention writing format, for example: 10:00.

Function configuration

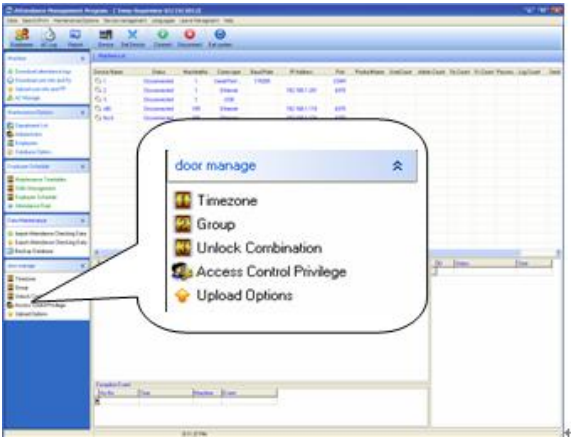


Time Attendance: The Time Attendance function is must select.

USB Manage: It is option, under data menu, USB flash disk management is available.

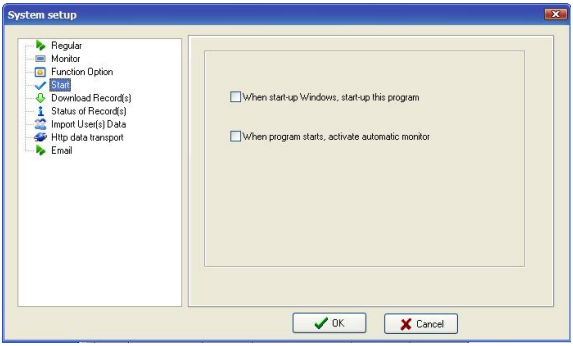
SMS Content Manage: Under the **Data** menu, SMS Content Manage is available.

Access Control: Add the function of Access Control software, Time Period and group setting and so on, in this software, when machine mainly is used in Time Attendance field and it with Access Control the function, may use this function. After selecting this option, Access Control the management menu will appears in the software main interface, single-click "" to show the detailed menu of Access Control management. For detailed setting, please see also "Access Control Software Manual".



Support 9 digital: When software connects with the machine that support 9 digital codes, put tick in this option, then this software will support 9 digital codes.

Start:

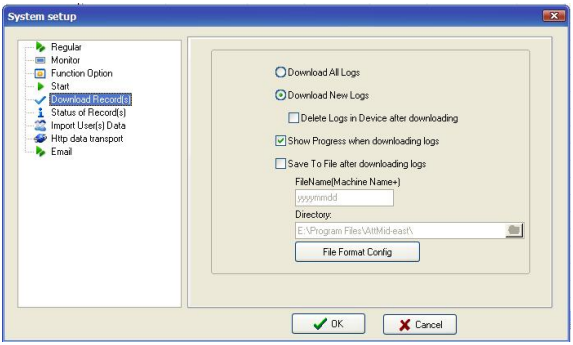


When start -up window, starts up this program: Put tick in front of the option, when next time windows will start this program will automatically will start up.

When program starts, activate automatic monitor: Put a tick in the option, when

next time windows will start this program will automatically will connect to device that has been added

Download Record:

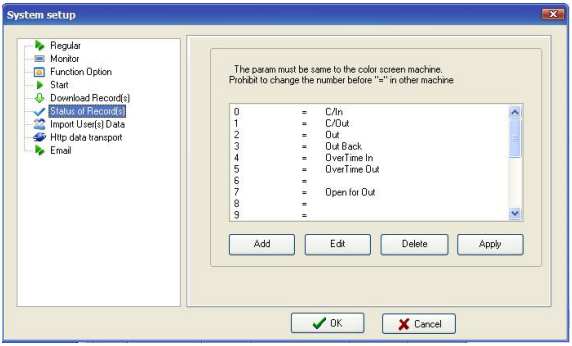


Download All Logs/Download New Logs: Select any one option, when anyone item is selected, press here to download record.

Show Progress when downloading logs: When downloads the data from the device the downloading progress indicator strip appear.

Save To File after downloading logs: When chooses this item, download the record at the same time save the data record to file which has been assigned.

Status of Record

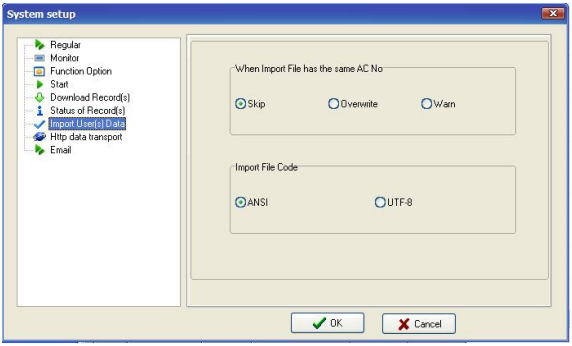


If the device connect with FTF screen machines, assign the meaning of state to the number of symbols, here the setting information must be same with the definition of TFT screen machine (that is the definition of the work code), otherwise the confusion record arise;

If the device is connected to other machines, do not allow changes to the number before "=".

Import User(s) Data

Set some parameters for Import of user data.

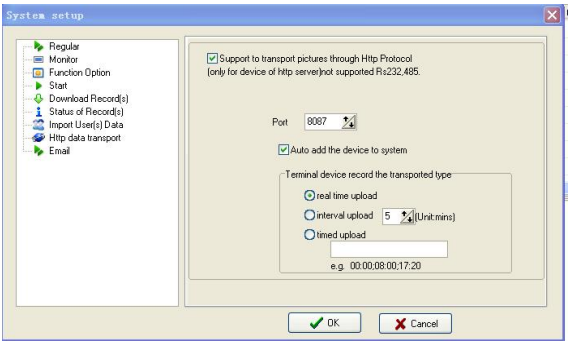


When there is a duplicate registration number, three choices of ways are available: 1) Skip, 2) Overwrite, 3) Warn.

Import file coding: Set the encoding format to import user data files used by.

Http data transport

The software supports Http data transport function, which enables real-time attendance photo upload. For the procedures for setting and using this function, see 3.8 Downloading Photos Automatically



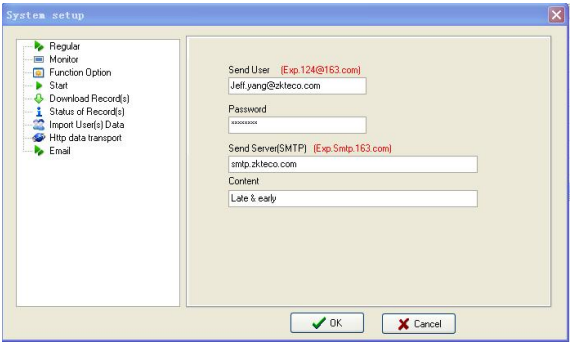
Note：This function is only applicable to equipment supporting Http protocol. You can realized the function by customizing firmware. Before enabling the function, you are not required to connect the equipment through software, but you must ensure network stability. Communication in RS232 and 485FA mode is not supported.

Email

The software supports automatic Email function, that is, the system automatically sends E-mail to the users whose attendance records are abnormal (such as late clock-in and early clock-out) in a timed manner. For example, if a user clocks in late

or clocks out early, the mail server will automatically reports the user on the abnormal attendance via Email at the time point set in **Time to Calc late** of **Monitor**.

The Email settings are shown as follows:



As shown in the figure, the software will automatically send an Email by Jeff.yang@zkteco.com with title of late&early through the mail server smtp.zkteco.com to the name of the user whose attendance record is abnormal.

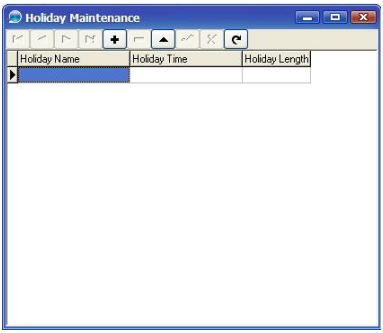
Note: All users must register their Email addresses in the Employee List.

2.3 Leave management

2.3.1 Holiday Maintenance

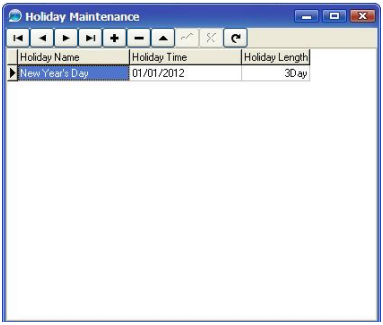
In the legal holiday, according to the related laws and regulations the employee will take the leave, the employee will be unable to Attendance for this period, in usually situation, if employee has not checked record, these employee will be regard as absent from work without an excuse by the system, moreover also the employee

holiday working overtime will be unable to take effective in the computation, according to this kind of situation properly set management system. Choose the **Holiday** sub-item under Leave management menu, opens the **Holiday** maintenance window, show as below:



This interface is mainly divided into the Holiday List and tool column option of the Holiday List maintenance. May add, delete, and modify the Holiday List through maintenance tool column.

Add: Click " " button, a blank which is used to add information appears in the holiday list module. Input the **Holiday Name**, the **Holiday Time**, and the **Holiday Length** into the corresponding blank. Following figure:



Note: when input holiday time, the format you input is 01/01/11, after input, the default format 1/1/2011.

After correctly input the information that wants to be added, click " " button to save this information.

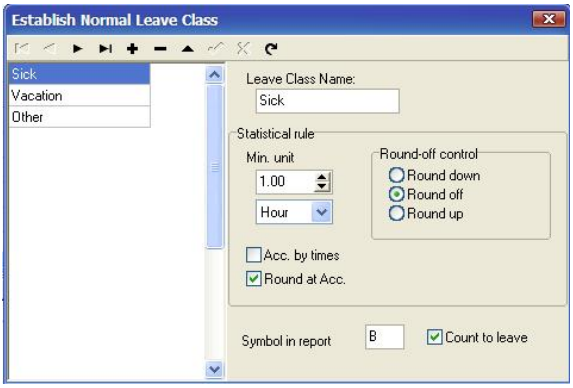
Delete: Click " " button to delete the holiday information which does not need to use.

Edit: When need to adjust to the holiday time which has been added, may click " " button, to edit holiday information. Then click " " button to save the information which has been edited.

After adding the holiday list, while assign employee shift, the system cannot schedule these Timetable. Because assign employee shift record does not exist, therefore, set holiday period, in the Attendance report form, the system cannot count this period of time the Attendance. If in holiday period had the employee to carry on the Attendance registration, counted in the Attendance report form for this employee freely working overtime

2.3.2 Leave Setting

It is possible that when employee encounters the serious problem and needs to ask for leave, cause the different reason, asking for leave can be automatic statistic in the system. This system provides with the leave kind of maintenance function, click "**Leaving Setup**" in down-drag menu, following window pop up.



The system provides three kinds of ordinary default leave: Sick, Vacation, Other, they can be deleted and edited. Click "✚" button to add the new common kind of leave.

Add: Click "✚" button to add the new common kind. In the right side module may define **Leave Class Name**, **Statistical rule**, and performance way of this leaves in the report and whether counts for asking for leave. After filling this blank, click "✔" button to save, or click "✖" button to abandon current operation.

While this process, the information which needs to add as follows:

Leave Class Name: A name which takes for this kind of leave.

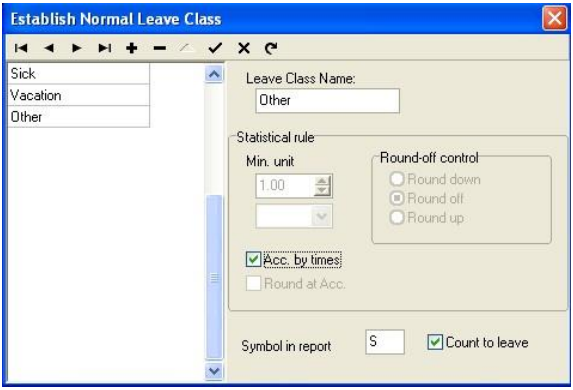
Statistical rule: The certain rule in the Attendance report for counting the leave.

The kind of leave statistics rule: Min-unit, Round off control, Acc. By times, Round at Acc.

The min-unit is the smallest unit of measurement for leave. The common unit is Workday, Hour, Minute; there are several kinds of units of measurement in the working day. Shown as following figure.

The **Round-off control** refers to if the hour of the leaves is not integer in the attendance report while we calculate Attendance record , in order to get convenience in the computation of the Attendance statistics, provides with one computing mode. Round up, round off, Round down.

Acc. by times refers to this leaves statistics way in the Attendance report: The employee asks for leave in a period of time by the number of times which asking for leave takes the computing mode. If chooses this option, then the computation of the Attendance calculation does not comply with min-unit and the round control in the statistical rule. Shown as following figure



Round at Acc is to accumulate all time of this project and converts it into the corresponding statistical unit, then depending on the smallest unit to setup the method for rounding off.

Symbol in report is the symbolic representation way of this leaves appears in the report while print report.

Count to leave refers whether set this leaves for asks for leave. Attention, if put tick in this option, then the date of asking for leave which is newly added will statistic as the asking for leave in the this leave computation of Attendance report.

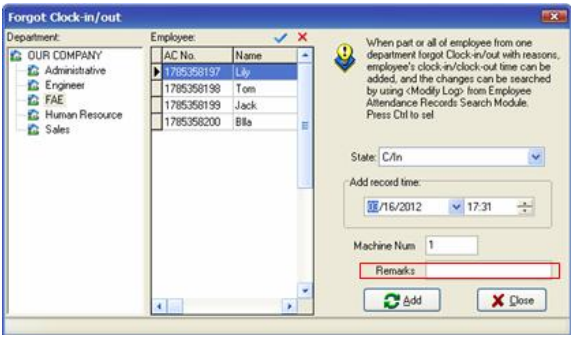
Deletion: Be allowed to delete a leaves. Selects a leave name which needs to be deleted, click "▬" button to delete it.

Edit: Edit leaves. Select the leave name which needs to edit, click "▲" button; modify the leave in the right side frame.

2.3.3 Handle Employee's Forgetting to Clock In/Out

Handle Employee's Forgetting to Clock In

If one employee forgets to check in due for some cause, this function of **Forgetting to Clock In** can be used to add a clock-in record. Click "**Manual Entry**" under the menu of **Leave managment** and the following dialog box will pop-up:

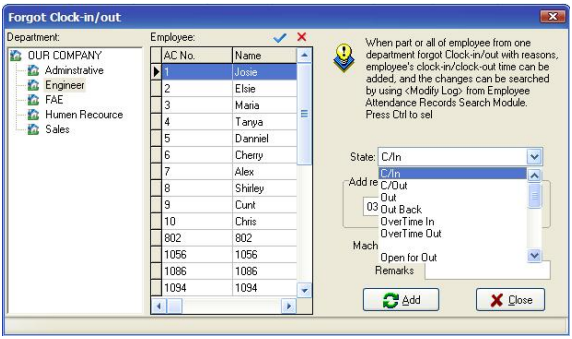


You first select department and employee, and choose the record style you add, Set record the date, time, remarks, click "**Add**" button to add a new clock-in record.

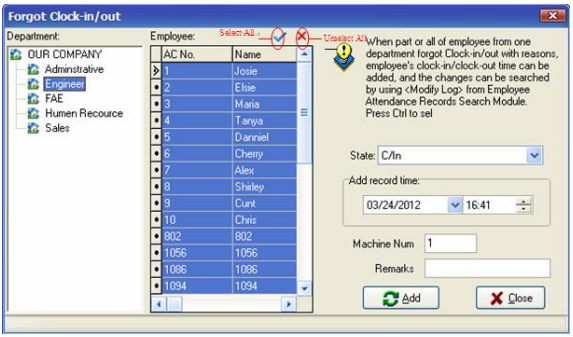
When a new record has been added, the "**Add**" button becomes gray and invalid. But it will become bright and valid again after the employee has been changed to another one, or the clock-out time has been changed.

Click the close button " " to close this dialog box and return to the main menu.

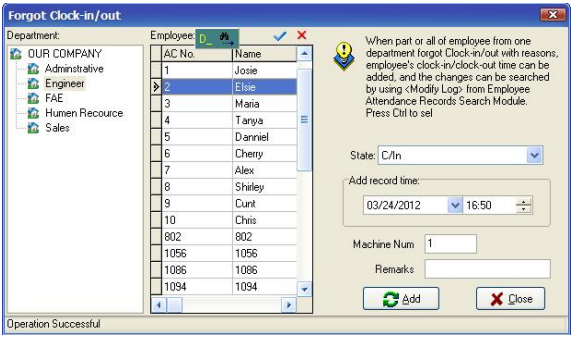
There are many select statuses of not only clock-in and clock-out, but also other option in select box. The type of choice box is allowed to choose the condition that not only has clocking in and clocking out, but also includes other options, if had to operate other types only to need to choose the different type , other types step of operation and handle the employee forget checking the sequence of operation to be same, interface as follows:



If need to handle all employees to forget clocking-in, click Select All button " ", shown as following figure:



Press Unselect button " ", the cursor to return to the previous condition before clicks Select All with mouse. If there are lot of employee, this module has provided with the function to inquiry to the employee, the operating procedure is in the employee view directly input employee's register number, the name, the name Pinyin as well as the name Pinyin first letter, press the "Enter" key or left click " " with the mouse. If want to inquiry employee named Simon, with name Pinyin first letter method inquiry, shown as following figure:



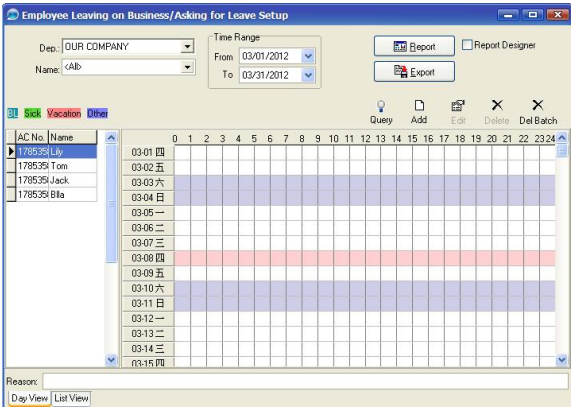
The goal which after press the enter key or the left key click on inquiry symbol " " appears must search.

Handle Employee's Forgetting to Clock Out

If one employee forgets to clock- out due to some special reasons, this function of handle employee forgetting to clock-out can be used to add a clock-out record, the operation process is the same with operation of to employee forgetting to clock-in. See up part.

2.3.4 Employee Leaving on Business/Asking for Leave

When a employee on business trip or ask for leave are unable to attend Normal attendance, in order to ensure end statistic result is correct, it is required that utilize the function to set. Click "**Arrange Leave/Report**" command on menu, the window is following



The option page of the employee business trip/asking for leave may be divided into two pages that is the daily view and list ,The situation of employee businesses trip/asking for leave is able to be set in the daily view page .

Dep (Department): Through this drag–down box user can examine and to choose each department, the default department in the system is the main corporation. When

Employee is set to **All**, you can calculate Employee Leaving on Business/Asking for Leave records of the department.

Name (Employee): Through this drag-down box user can examine and choose the employee from each department, default employee by the system is "Completely". When view the lot of record, may set option for employee business trip employee/ ask for leave by a department.

Note: the employee is in "Completely" by default, be unable to add the employee business trip /asking for leave.

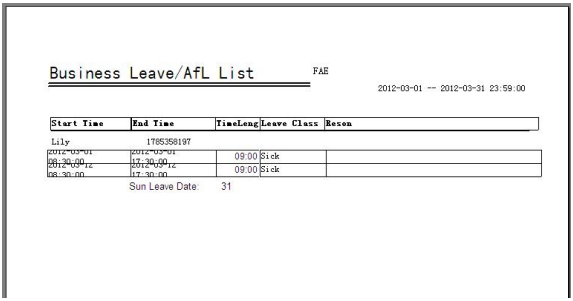
Employee list: The employees selected from the **Employee** option box is displayed in the employee list.

Leaves view: through the view all leaves name which exist this system will be shown. Double-click name of leaves, may choose the color to distinguish the leaves.

Time Range: Is same with the majority module in beginning and ending time, all is used to determine some Time Period, provide user with convenient to inquiry.

Report: Determined beginning and ending time, click this button to produce the employee/department business trip /asking for leave data sheet which display by the report.

Employee/department business trip /asking for leave data sheet:

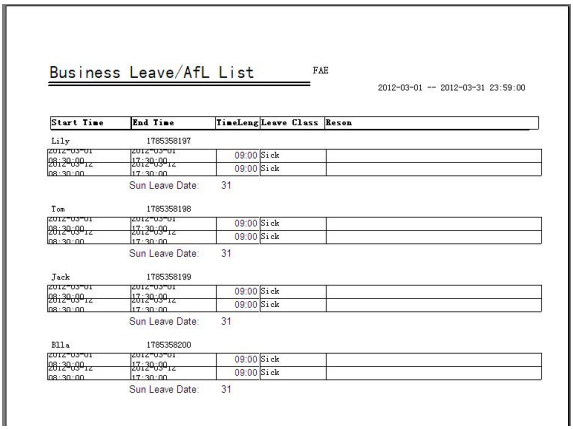


Business Leave/AfL List FAE

2012-03-01 -- 2012-03-31 23:59:00

Start Time	End Time	TimeLong	Leave Class	Reson
Lily 1785358197				
2012-03-01 08:30:00	2012-03-01 17:30:00	09:00	Sick	
2012-03-12 08:30:00	2012-03-12 17:30:00	09:00	Sick	
	Sun Leave Date:	31		

Employee/department business trip /asking for leave data sheet:



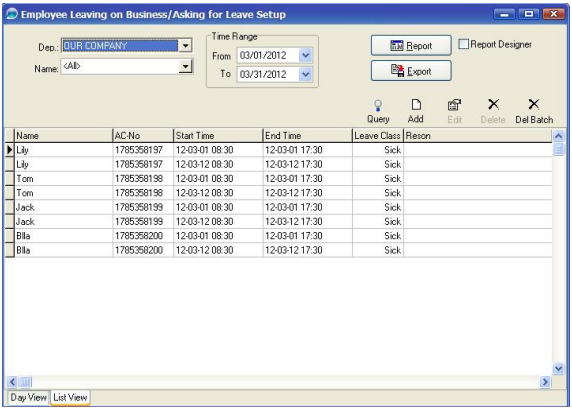
Business Leave/AfL List FAE

2012-03-01 -- 2012-03-31 23:59:00

Start Time	End Time	TimeLong	Leave Class	Reson
Lily 1785358197				
2012-03-01 08:30:00	2012-03-01 17:30:00	09:00	Sick	
2012-03-12 08:30:00	2012-03-12 17:30:00	09:00	Sick	
	Sun Leave Date:	31		
Tom 1785358198				
2012-03-01 08:30:00	2012-03-01 17:30:00	09:00	Sick	
2012-03-12 08:30:00	2012-03-12 17:30:00	09:00	Sick	
	Sun Leave Date:	31		
Jack 1785358199				
2012-03-01 08:30:00	2012-03-01 17:30:00	09:00	Sick	
2012-03-12 08:30:00	2012-03-12 17:30:00	09:00	Sick	
	Sun Leave Date:	31		
Ella 1785358200				
2012-03-01 08:30:00	2012-03-01 17:30:00	09:00	Sick	
2012-03-12 08:30:00	2012-03-12 17:30:00	09:00	Sick	
	Sun Leave Date:	31		

Export: Export the related record of all asking for leave in period of time into a folder by the text or the list, for detailed operation, please sees also **3.6 Export Data**.

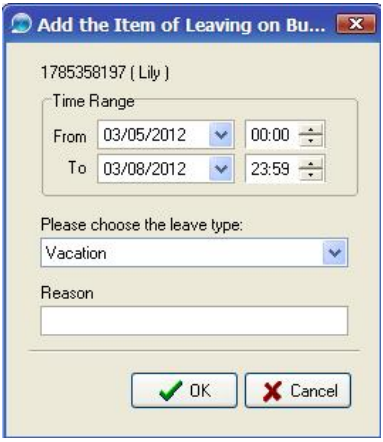
Query: This inquiry way is to demonstrate the record of all employees asking for leave by the list in period of time, this function link with "List" page label, when click this button, system will automatically jump to the page label, display the record of asking for leave by list. Shown as follow



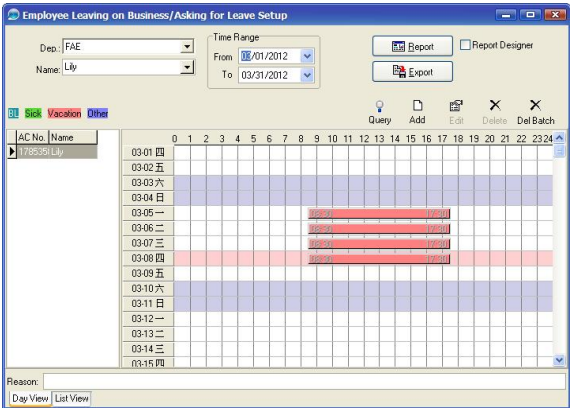
Note: **The procedures for adding Employee Leaving on Business/Asking records of department are same as that of employee, except for the options of Department and Employee. The following takes adding Employee Leaving on Business/Asking records as example.**

Add: Add a record of business trip/ asking for leaves for a employee, there are two methods to add leaving on business or asking leave

1. One way: After selecting departments, employee and date/time, left-click on the box of Select Set Asking-for-leave Time, and hold, drag to draw a time period bar, and then loosen the left button of the mouse, and the following dialog box of Select Leave Types will pop:

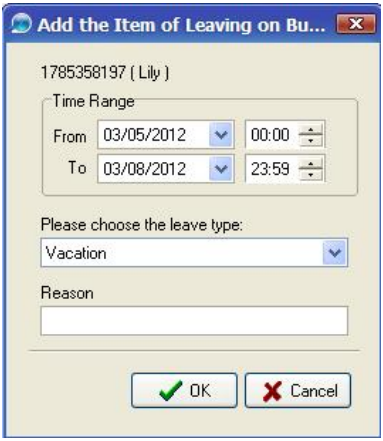


Choose asking for leave from the selected style box, type reason in the cause box, or not to do, click "**OK**" button to save adding leave, click "**Cancel**" button to cancel all action, after, the window is following.



2. Another Way : Select newly add from tools column, determine beginning and ending time, type correct time into time box, and reason in the cause box, click "**OK**" button to save modify, click "**Cancel**" button to abandon the operation, the

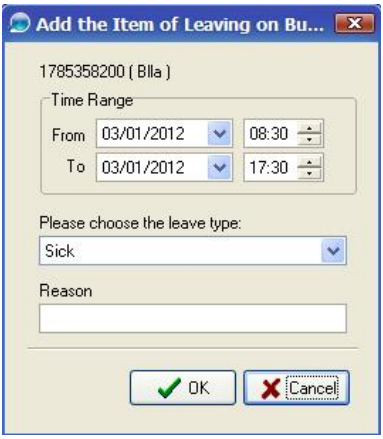
pop-up window is following



Edit: You can edit one asking –for leave time period on the window.

Method one: You may move the cursor of the mouse to one end of the asking-for-leave time bar, and when the cursor changes to "↔ ", right-click and hold, drag the mouse to edit asking-for-leave time, or move the cursor to the asking-for-leave bar, and when the cursor changes to"✥", click left key of mouse, hold and drag to move the asking-for-leave time as a whole.

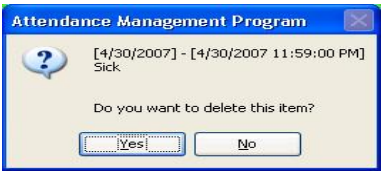
Method two: If you want to modify accurate time, and when the cursor changes to✥, double-left-click or click "Edit" button on the setup window. The following dialog box will appear.



Choose the date, time, leave style, then type into asking leave reason, click "**OK**" button to save setup , click "**Cancel**" button to cancel the action. After saving, the window appears as before way

Delete: If you want to delete one item setup, e.g. just click "

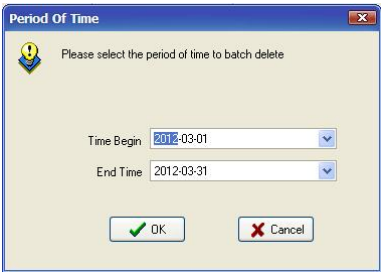
" button asking-for-leave will be deleted, Shown as following figure.



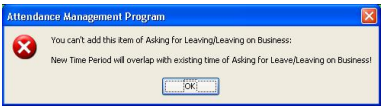
Click "**Yes**" key to cancel the setup, or click "**No**" key to abandon the action; or you can left-click on the "Asking-for-leave" bar, which wants to cancel, then click "**Del**" key to cancel. Or you can drag mouse cursor to end of asking-for-leave time, when cursor become "↔", left-click, hold and drag mouse till all asking-for-leave time bars disappear, by the time the caution box will appear, You may select any asking

for leave utilize cancel setup to left-click "Cancel" button on the setup window, after click, the following prompt box appear;

Del Batch: Delete the leave records of employees in batches. Click this button, and the system displays a dialog box about the time range of batch deletion. Select a time range for batch deletion, and click **OK**.



When you add leaving on business time period, and if this time period overlap exited time period, the following caution box will appear


Attendance Management Program
You can't add this item of Asking for Leaving/Leaving on Business:
New Time Period will overlap with existing time of Asking for Leave/Leaving on Business!
OK

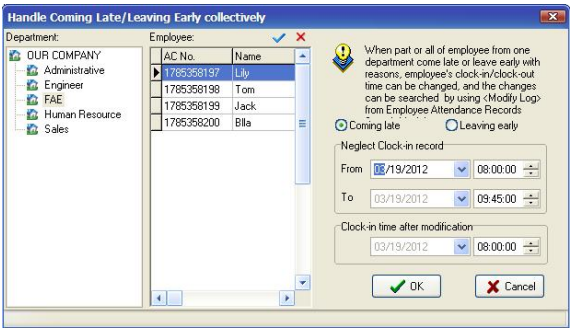
Click "**Yes**" key, the operation is invalid.

After setting, the added asking for leave/ business trip is invalid currently. After you add the record of business trip/asking for leave successfully, then the shift detailed situation will belong to the exceptional case in the Attendance report, the situation of business trip /asking for leave will display in other unusual situations, default business trip/asking for leave take effective, system can directly compute the Attendance record , be allowed to business trip and asking for leave in here the verification, verifies for invalid, then does not count in the report has verified for is invalid the time which business trip/asks for leave.

2.3.5 Coming Late /Leaving Early Collectively

1. Coming late collectively

If part or the entire employees of one department come late, this function can be used to modify employee clock-in time, click "**Coming late collectively**" on the down drag of **Attendance** menu, and the following dialog box will pop up:



In the department option, select the department to which the employee who come late collectively belong and then click the employee of your choice in the employee option box, if you want to choose employee more than one, you can click the mouse while press "Ctrl" key. Click Select All button " " to select all employees, click unselect all button " " to call off all selected employee.

Selected style consists of "**Coming late**" or "**Leaving early**", when you select, only lift-click on item you select.

Neglect clock-in record means to neglect selected employee all clock-in record during the time period is defined by the **From** time box and the **To** time box.

Clock-in time after modification means the time of the clock-in records to be adds in.

Click "**OK**" button to delete all neglect clock-in records or add clock-in record after modification, and to return the main menu.

Click "**Cancel**" to abandon this action and return main menu.

2. Leaving early collectively

If part or all of the employee of one department leaving early with reason , this function can be used to modify employee clock-out time, the operation process is the same with to handle coming late collectively , it is only to select leaving early collectively.

2.4 Search/ Print

2.4.1 Attendance Record

This module is used to inquiry all employee attendance record which is downloads from the device, the computation of all attendance statistical bases on this record.

Click "**Search/Print**" on the main menu, pop up menu is following Click "**Attendance record**" sub-item on the main window of "**Search/prin**t", and the following window will pop up

1. Search

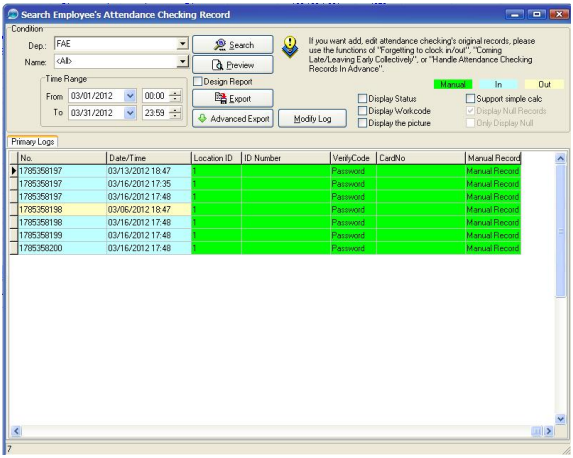
(1)Only search attendance record

Dept: Display all departments in this unit.

Name: Display all employees in this unit; through drag-down box choice needs to inquire sub-item.

Time Range (Beginning and ending time): Determine time scope that needs to inquire.

Search: Choose the department, employee, and determine the beginning date, the time, the ending date, time, single-click "Search" button, the inquired result in lower part the window to show the employee's of your choice attendance record in period of time will display in result box in low side of windows.



List has the department name, the register number, the serial number, the name, the date time; the machine number has six fields. The user also may choose the attendance statue, and the working code.

Display status: The attendance statue will display in list. "Clock –in/out so on"

In order to distinguish the clocking in and clocking out, this module give clocking-in and clocking-out with the different displaying color. The device supports manual color discrimination, for example, the green part in the above figure. Click **Manual** to select the color to be marked, and then select the column to be marked in the original records.

Note: When device does not have the condition key, then attendance

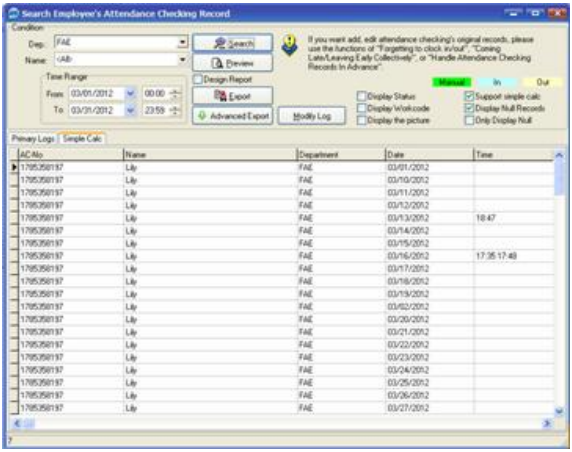
condition completely display as clock-in.

If needs to revise the displaying color for the clocking –in and the clocking out record , with the mouse single-click left -key on the color code block, pop up choice box of the color, choose the properly color, save it .

Display Workcode: Display workcode in this row.

Note: The work code is a symbol to differentiate the employee different classes of working; only the device has the work code function the machine (need to custom-made) only able to demonstrate the corresponding symbol.

Support simple calc: After selecting a interface, be allowed to see that some software simply class process the original record in this interface, completely show employee's record by the day



Display Null records: Select the option. Then the null attendance record is displayed in the list even if an employee has no attendance records someday.

(2)Attendance for photo

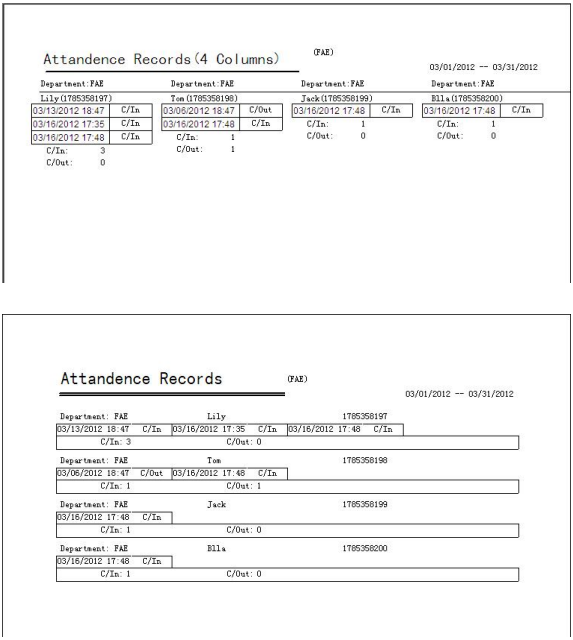
If the software features is designed to support for attendance photos function, when search employee attendance checking records, employee's the attendance photos is available to see at the same time in View the attendance records interface

If the options **Display the picture** is taken by tick in the Application List click on an attendance record, if there is a corresponding attendance photos, the system will be displayed.

2. Preview and print

The module provide user with convenience to view the time &attendance report, print, save and so on. Operation step as following

Click "**Preview**" button to view report in user's favor, shown as following:



For printing report, only need to left click on the "Printing" button in report left side.

3. Export

(Please refer to appendices **3.6 Export Data.**)

4. High-level exports

This function is equipped with exporting data that has the strictly requirement, here will be allowed to export attendance record depending on the user setting. For detailed operation please see appendix **3.7 Advanced Export.**

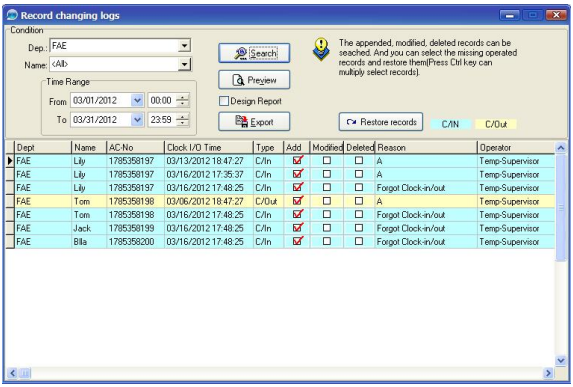
5. Modify log

If the use has revised the original Attendance record, the system provides a convenient way to inquiry the Attendance records which has been revised, and reverse the disoperation.

Click "**Modify Log**" button, enter "Record changing Logs" window, shown as following interface:

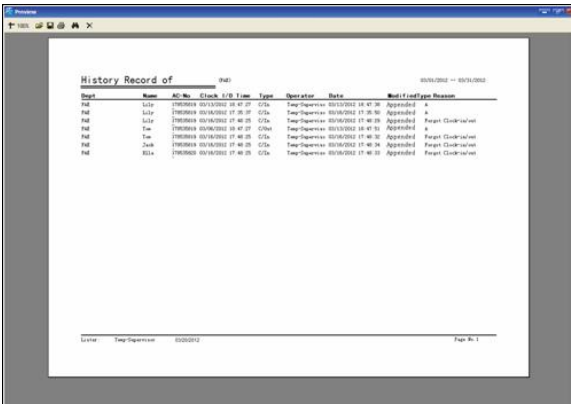
(1)Search

The search method and to search the record of user's attendance is similar. after choosing the department, the employee, determined the beginning date, the time, the ending date, the time, single-click "**Search**" button, the inquired result in lower part the window to show the employee of your choice the modified attendance record in period of time will display in result box in low side of windows.


Record changing logs
Condition
Dep.: FAE
Name: <All>
Time Range
From 03/01/2012 00:00
To 03/31/2012 23:59
Search
Preview
Design Report
Export
The appended, modified, deleted records can be seached. And you can select the missing operated records and restore them(Press Ctrl key can multiply select records).
Restore records
C/IN
C/Out
Dept Name AC-No Clock I/O Time Type Add Modified Deleted Reason Operator
FAE Lily 1785358197 03/13/2012 18:47:27 C/In A Temp-Supervisor
FAE Lily 1785358197 03/16/2012 17:35:37 C/In A Temp-Supervisor
FAE Lily 1785358197 03/16/2012 17:48:25 C/In Forgot Clock-in/out Temp-Supervisor
FAE Tom 1785358198 03/06/2012 18:47:27 C/Out A Temp-Supervisor
FAE Tom 1785358198 03/16/2012 17:48:25 C/In Forgot Clock-in/out Temp-Supervisor
FAE Jack 1785358199 03/16/2012 17:48:25 C/In Forgot Clock-in/out Temp-Supervisor
FAE Bila 1785358200 03/16/2012 17:48:25 C/In Forgot Clock-in/out Temp-Supervisor

(2)Preview

The content of list to preview and print is available. Click "**Preview**" to view the report style, shown as following



(3)Export

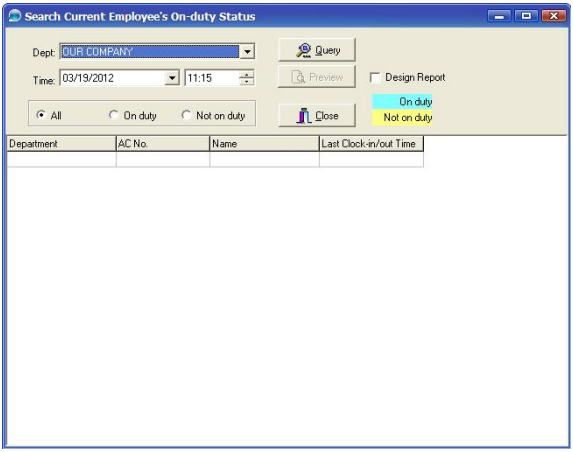
Single-click "**Export**" button, may search result to export file, the operating procedure and the attendance record to export are completely same.

(4) Restore records

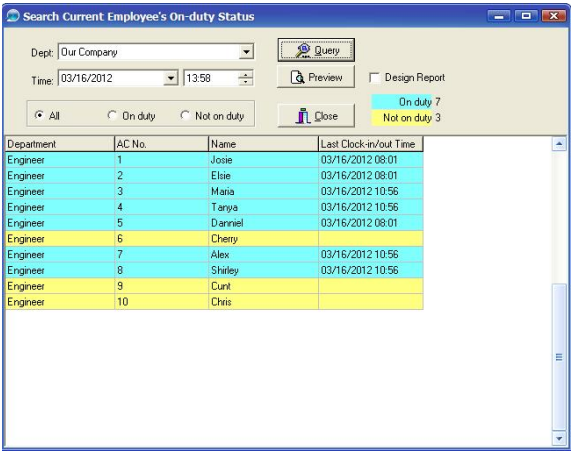
Some times, as a result of the disoperation or the actual situation change, user has to abolish modified to the Attendance record, by now through function to restore record the to realize. Only select the record list which must be restored, single-click the restore record to completes, then inquire it again, may get this record of attendance

2.4.2 Current Employee's On-Duty Status

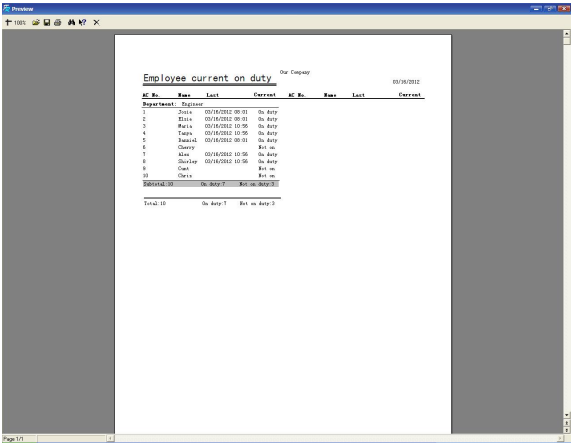
Click **Current Employee's On-Duty Status** sub-item, under **Search/Print** menu. The following window wills popup:



After select **Dept** and **Time**, click "**Query**" button, check the result, show as below:



Click "**Preview**" button, preview the style of report, show as below:



Preview the report, on this window, user can print and save file, etc. Click print button " " on the leftward of the top tool bar, can print report.

2.4.3 Attendance Calculating and Report

In attendance management, we usually need to search exception situation and to print various attendance record.

Through the Attendance exception searching and record list, to modify attendance exception and record list is available, there are four operation windows which are attendance record exception situation, shift exception situation, other exception situation and attendance statistic .

Click exception search on the main window, or exception search sub-item under "**Search/print**" and the following window will appear

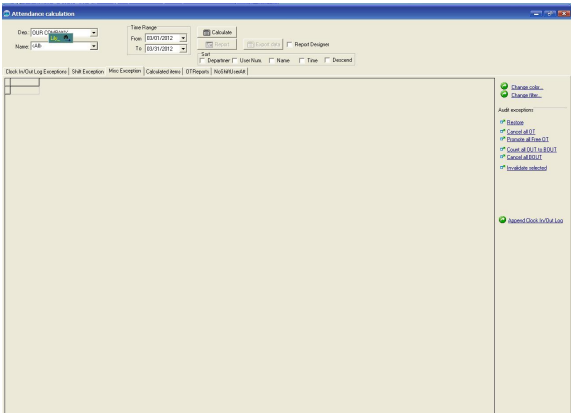
Select department firstly, choose the employee who is your choice, time range, click "**Calculate**" button to view the statistical record of time & attendance

Step 1: View the department through drag-down box

Step 2: Select employee

there are two way to select employee, one way is to select employee through drag-down box, another way is to search employee by enrolling number, name, if you need to search a lot of employees at same time, you can put tick in front of employee of your choice, to query the records of a department, select **All** in the drop box directory of **Employee** , click "**Calculate**"

Another way is to search employee by enrolling number, name, and click " " button to search, show as below:

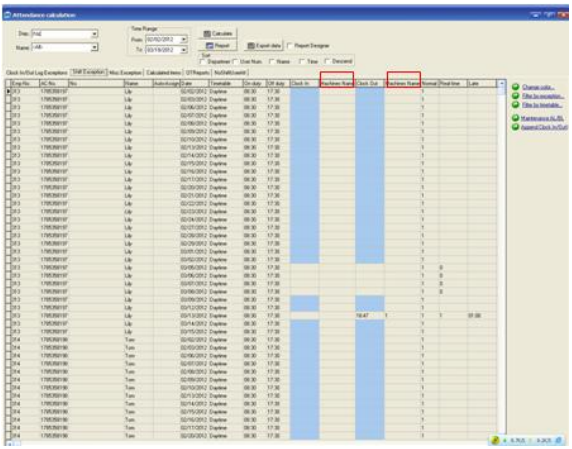


Step 3: Determine the date scopes of your choice

Step 4: After selecting, click "**Calculate**", the record of attendance is available.

Shift Exception

The Shift Exception mainly view coming lately, leaves early, the absent no cause and the working overtime, working on/off hour and Clock-in/clock –out time, may relaxed carry on the computation of each month statistical, checkup and calculates whether has error. And handle employee business trip / forgetting the clocking out in this page setting, Shift Exception shown as following interface:



Note: **It will take a few minutes to complete the calculation. Please be patient.**

The defaults data in the shift exception list include the register number, NO. name, date, corresponding Timetable, working hours, working off time, clocking in time, machines name, clocking out time, machines name, should arrive, coming lately time, leaves early time, whether absence no cause ,overtime, the running time, exceptional case, should the registration, be supposed to clocking out , department, working day, weekend, holiday, on duty time, working day overtime, weekend works overtime, holiday working overtime. If wants to display more, may right-click "Columns" item in the table, after choose other rows that need to be show, put tick in front of the row that will be cancel.

Note: To handle the problem that a user clocks in and out with different machines, the column of Machines Name is added next to the columns of Check-in Time and Check-out Time in the Shift List.

1. Item explanation

Timetable: The employee Clock-in/clocking-out time corresponding Timetable name.

Late: The difference value between **On duty** and **Real Time**, if did not clock in, and the time when employee go to work without clocking-in record will be regard as coming x1 minute late in the **Attendance rule** asking, its item will be able to corresponding display. If has set option in the **Attendance rule**, the coming lately time is bigger than a x2 minute time will be regarded as absence from work, when x2 is smaller than x1, coming lately time will not display, record it as absenting from work on cause; When x2 is bigger than x1, coming lately time correspondingly show the x1 minute.

Early: The difference value between the **Off duty** and **Clock Out**, if did not clock out, and the time when employee gets off work without clocking-out record in the **Attendance rule** , the record time will be regard as leave early x1 minute, then the leaving early time correspondingly display. If has set option in the Attendance rule, the leaving early time is bigger than a x2 minute time will be regarded as absence from work, when x2 is smaller than x1, leaving early will not display, record it as absenting from work on cause; When x2 is bigger than x1, the leaving early time correspondingly show the x1 minute.

OT Time: In the Attendance rule option, put a tick in front of item that clocking–out after getting off work xx minute will recorded as OT Time, then difference value between after getting off work xx minute to clock out time in clocking-out record and the working off hour record is the OT Time. If the shift has a period of time to count as working overtime (in the shift schedule management while add shift Time period, just put a tick in front of this Timetable, and record it as OT Time), also setup has counted a working overtime minute; total of working overtime minute is the OT Time.

ATT_Time: The difference value between **Clock In** and **Clock Out**.

Work Time: The difference value between **On duty** and **Off duty**, if there are coming lately or leaving early time, use the difference value to reduce the coming lately or leaving early time.

Exception: Record exception; Sick leave, business trip and so on. For other item, please refer to item explanation about Attendance statistical table.

2. Tool column

Change color: In order to better distinguish each kind of displaying statue; be able to change various statues appearance.

Filter by Exception: Single-click the here, the choice menu appears, which exception may be selected to demonstrate, which didn't display, Put the tick in the item which is selected.

Filter by Timetable: Single-click the here, the choice menu appears, may choose the Timetable will display, which Timetable is in exception, when there is tick "✔" in front of the Timetable name, that the express this Timetable is selected, and in exception.

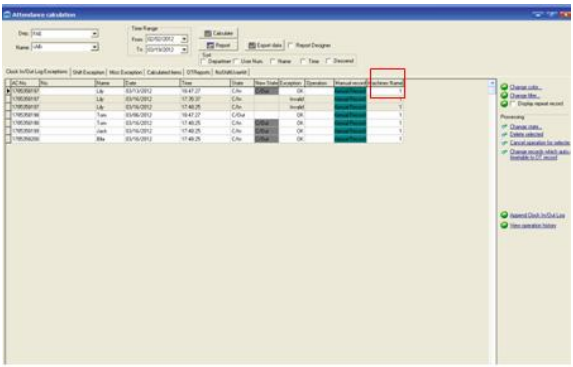
Maintenance AL/BL: The operations of **Employee Leaving on Business/Asking for Leave** are same with handle Attendance.

Clock In/Out Log Exceptions

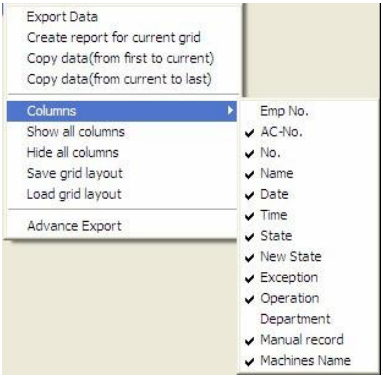
The page of **Clock In/Out Log Exceptions** mainly is to examine original record statue which download from the equipment and revise to the Attendance record states.

1. View the Attendance record

After searching and calculating, chooses the Clock In/Out Log Exceptions pagination, shown as the following figure:



In the Clock In/Out Log Exceptions the default data row includes the the register number (**AC-No.**)，**No.**, **Name**, **Date,** Attendance time (**Time**), the working statue (**State**), the correction statue (**New State)**, the **Exception**, **Operates, Manual record, Machines Name** 11 items, if wants to display more, may right- click on the list, then click "**Columns**" sub-item in the dropdown list, put a tick in front of the row that needs to be demonstrated. Shown as following figure:



After change the setting of data row displaying, save the data row setting, later

directly write down the data row setting is available.

Emp-No.: In employee maintained option, every time adds an employee, the system will assign a number to the employee.

AC-No.: Number which manager assigns to the employee.

No.: It corresponds to the **No.** in the user information.

Time: The employee clock in or clock out by fingerprint the time.

State: There are six kinds of status: check-in, check-out, overtime check-in, the working overtime check-out, business trip, Business returns.

Note: If the device has the status option, the checking status will show corresponding statue in the Attendance record; If the device does not have the statue option, all show as "checking-in" in attendance this row, the system depend on the Timetable setting in management program to judge the Attendance statue, display in the correction status.

New Statue (Correction Statue): When the Time Attendance machine has option setting, this rank is in empty; Otherwise, in the correction statue system depend on the assigned employee the shift Time Period and the fingerprint verification time to judge whether the employee is in checking-in, checking-out, the overtime -in or the overtime out, system computation of the statistics by this status.

Exception: There are 8 kinds of situations: The normal record, the invalid record, the duplicate record, the statue is wrong, the free working overtime, working overtime, business trip, the auto-assign employee shift.

a. Invalid record: The clocking-in, clocking-out beyond shift Time Period the time scope the record completely regard as invalid. The invalid record will be regarded as

this record does not exist; during Time Attendance statistician it will not to be count.

b. Repetition of record: When the Timetable of the Attendance record is smaller than the effective interval of "Attendance rule", the record regard as repetition of record.

c. Free overtime: The employee has checking-in/out record within the Time Period which has not been assigned to employee, and maintains this employee's Time Attendance setting page in the employee "to count working overtime" the item to select.

d. Overtime: There is a statue setting in the device, the Attendance record the attendance statue as the overtime-in, the overtime -out, the demonstration is working overtime in the abnormal state column.

e. Business trip: There is a statue setting in the device, the Attendance record the attendance statue as business trip, the demonstration is approval absence in the abnormal state column.

f. Auto-assign employee shift: Employee's checking-in/out record does not exist in the Timetable that has been normally assigned to the employee, but the record is in the employee auto-assigned the Time Period, then this record show as auto-assign abnormal state column.

g. Corresponding Time period: Is one kind of sign in the software interior (do not display it, has nothing to do with user operation)

Operation: Show the operation for record of your choice.

Department: The employee is at department.

Manual record: Attendance record that is not generated by the device, for example, the records about forgetting to clock in or clock out.

Machines Name: the names of the machines that record the attendance records.

2. Revises the Attendance record

Choose the corresponding operation to revise the Attendance record with tool column in the right side page.

Tool column

(1)Change color: May change each kind of condition that express color, single-click the here the following interface appear

Single-click color block in front of each kind of condition may choose the color which you needs in this interface, after selecting, Be sure to single-click "**OK**" button to save.

(2)Change filter: Definite that status record in displaying box, click "**Change filter**" the following window will appear:

Make a check it to show it selected status, appear on the display box, utilize clicking "✔" to switch status between selected and unselected.

(3)Display repeat record: By default, the system does not display any repeated record. If you tick the option, the system will display a repeated attendance record.

(4)The record count of processing

a. Change state: Able to make a present status of selected record to become a select status, after selected a record, click "**Change state**" the window is following:

Because Attendance statue all is checking-in record, therefore this statue is impossible to use, may single-click other statue to select.

b. Delete Selected (Delete this Attendance record**):** May sign the attendance record of you choice as deletion condition, after using this function, in the tool column can add two items:

A. Apply All (Applies all the setting operation**)**: After selected this item, all setting operation which display in operation column is valid before this,

B. Cancel All (Cancel all setup operation**)**: After select this item, all setting operation is invalid before this, all operation will disappear in operation column.

c. Cancel operation for selected (Cancel current record operation): Only cancel current record operation.

d. Change records which auto assigned timetable to OT record (Make all smart schedule record to become over time): Make system smart schedule record to overtime.

(5)Append Clock in/Out Log (Handle forgetting check-in or clock-out): The process is the same as attendance handling operation.

(6)View operation history: Search modification record log clock-in operation history. The process is the same as sub -item of search/print attendance record operation.

Right key menu:

Under the Attendance calculation window, right-click the sub-item the following menu appear

Export data: is same with "**Export**" button function in the interface, for detail please see exporting data

Create report for current grid: Is same as "**Preview record list**" to establish current data record list function, make searched attendance record as record list to export. Able to list prints to export, save, and search for in list, etc. operation

Copy Data (from first to current): Searched record result copy directly, form duplicating to current position, and can patch in Excel list directly

Copy Data (from current to last): Searched record result copy from current copying position to ending, and can patch to Excel list directly.

Column "Data row": select item name on the searching window appearing, click pop up menu is following

Show all Columns: All item name of data row display on search window

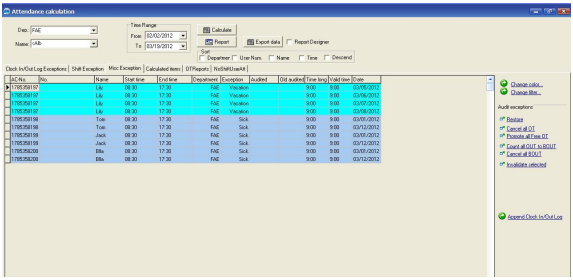
Hide all columns: All item name of data row except surname and name hide on the search window, only show surname and name

Save grid layout: item name on which the search window appears can be saved, load data row setting to use.

Load grid layout: According to store data row to show item, Click "**Preview**". Following window appear

Misc Exception

Misc exception mainly is used to verify and appraise employee hour of overtime and business trip, default leave, sick leave, home leave are effective; overtime, free overtime, business trip, approval absence, are invalid by default, it need a calmer appraisal of whether effectively, writes down in the statistical report. Misc exception interfaces show as follow:



In Misc exception list , the default data include Department, name, AC-No., Start time, End time, Exception, Audited, Old audited, Time long, Valid time, Date. If you want to show much more item, just right-click "Columns" item of your choice, if you want to show anther row, put a tick in front of the row you have selected.

Start time: Start time for abnormal statue.

End time: End time for abnormal statue.

Exception: There are 8 kinds of statue: free overtime work, overtime work, business trip, approval absence, sick leave, leave, home leave.

Audited: After the verification, show that overtime work or is in invalid statue.

Old audited: Unedited statue.

Time long: The difference value between end time and start time.

Tool column:

If the Attendance rule limit the business trip and the overtime work statue must through verification, then verified statue column is empty, if has regulated the statue of verification, the corresponding statue column will appear in the verified column.

Restore: This operation does not take effective unless the record has been audited, return record statue to initial verification state. After the return to original status, be

sure to re-inquire and compute.

Cancel all OT: Exception list shown that the overtime work record all regard as invalid record.

Promote all Free OT: The system regard personnel's ,who has not assigned to Timetable, Attendance record (who must own clocking-in/clocking-out record simultaneously) as free OT , if this item in choice, systems judge all free overtime work will be showed as overtime work.

Count all OUT to BOUT: All employees' out record regard as business.

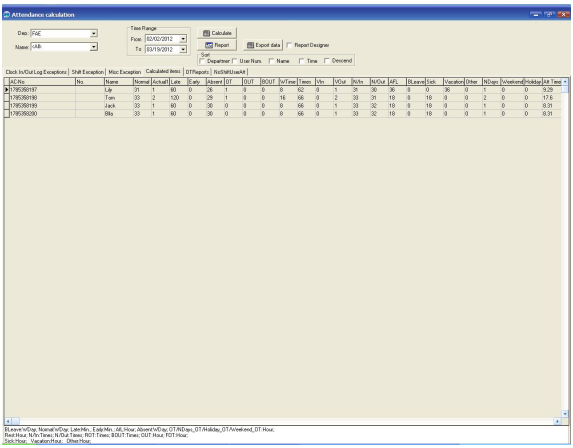
Cancel all BOUT: All the business trip record will be canceled; this record will be generally egresses or according to the actual situation handle it.

Invalidate selected: Change the record statue of your choice to be invalid.

On the displaying window of Attendance Calculation, right-click to be possible to operate is same as the Clock In/Out Log Exceptions.

Calculated items

The calculated items pagination is the page which commonly used, count all item in the employee assigned time to produce report, is easy to examine and settlement.



In the Calculated items pagination the default data include name, enrolling number (AC-No.), No, Name, Normal, Actual1, Late, Early, Absent, OT, OUT, BOUT, WTime, Times, VIn, V/In, VOut, N/Out, AFL, etc. If you want to show much more, may right click on "**Columns**" the option in the table, show other rows of your choice, there is a tick in front of the row.

Normal (Should arrive): Depending on the employee shift, count the employee's working day which should go to work between the start and end time. The defaults unit is the working day, may change the statistical rule in the "Normal" of the Attendance rule calculation page

Actual (Actual arrive): According to The Clocking in/Clocking-out record , statistic the employee working day which actually goes to work between the start and end time. The Defaults unit is the working day, able to change the statistical rule in the "Normal" of the Attendance rule calculation page

Late (Coming lately):

- According to the "Late" statistical rule in the Attendance rule in and the shift

manages to record is late x time which in the time establishes to calculate, after namely if employee's registration time surpasses x time to record for is late, is late when the length is the registration time with the work hours bad value;

■ Non- registration recording, according to Attendance in the rule Attendance computation to go to work, the non-registration recording time mark to be late xx minute; Result which obtains in the beginning and end time all situations statistics. The default unit is the minute, able to change the statistical rule the Attendance rule computation project page "Late".

Early (Leaves early):

■ According to the statistical rule in the Attendance "Early" rule and the time setting in the Shift management record the leaves early time, after namely if employee's clock-out advance x hours to record as leaves early, hours of leaves early is difference value between the Clock-out time and the work off time;

■ If there is not the clocking-out record, according to the Attendance rule, in the computation of attendance statistical, when employee get off work without the clocking-out record the time regard as leave early xx minute;

Obtain result from all situations to statistic among the start and end time. The default unit is the minute, able to change it under the "Leaves early" statistical rule in the computation of Attendance rule page.

Absent (Absence without an excuse**)**:

■ According to "Absent" statistical rule under Attendance rule, if employee does not have the checking-in/out record, who's attendance record regard as absence without an excuse;

■ According to the Attendance rule, in the computation of Attendance time , hours of late is bigger than xx minute, employee record as absence without an

excuse, hours of leaves early is bigger than xx minute, employee - record as absence without an excuse .

Obtain result from all statistical situations between the start and end time.

The default unit is the working day, can not change it.

OT (Overtime Work**)**:

■ According to the "OT" statistical rule of Attendance rule, as well as the computation of the Attendance rule, employee gets off work after x minute, whose work is recorded as overtime work, obtain hours of overtime from the accumulation;

■ In the Shift management there is a Timetable which directly to be recorded as the overtime work, idea the minutes of overtime work is the hours of overtime;

■ According to the option situation in the Attendance setting/maintenance, the employee's work record as overtime work, in other exception situation list the overtime work and the free overtime is verified as effective work to statistic; obtains two results among the start and end time all accumulation situations. The default unit is the hour, able to make a change under the "Overtime work" statistical rule in the computation of Attendance rule page.

OUT: According to "OUT" the statistical rule in the Attendance rule, as well as the approval absence is effective in other exception situation list; carry on the computation of the statistics.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "OUT" statistical rule in the computation of Attendance rule page.

BOUT: According to "BOUT" the statistical rule of it he Attendance rule, as well as the approval absence is effective in other exception situation list; carry on the

computation of the statistics.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "BOUT" statistical rule in the computation of Attendance rule page

WTime (Hours of work**)**: The computation of attendance depends on the time of employee clocking –in/out. Obtains the result from completely accumulation between the start and end time.

Times (Should checking-in times**)**: According to the Timetable, total of the Clocking-in/out times between the start and end time.

VIn (Check-in): Actual checking-in times between start and end time.

VOut (Check-out**)**: Actual checking out times between the start and end time.

N/In (No clock-in**)**: Between start and end time no clocking-in times.

N/Out (No clock-out): Between start and end time no clocking-out times.

AFL (Asking for leave**)**: Accumulate all kinds of vacation total sum, so obtain the result. The default unit is the hour, able to change it under the "Asking for leave" statistical rule in the computation of Attendance rule page.

BLeave (Approval Absence**)**: According to "BLeave" statistical rule in the Attendance rule, as well as the approval absence take effective in other exception situation list, carry on the computation of the statistics.. Obtain result from all statistical situations between the start and end time. The default unit is the working day, able to change it under the "BLeave" statistical rule in the computation of Attendance rule page.

Sick: According to the sick leave statistical rule under kind of vacation setting, as well as the sick leave take effective in other exception situation list by verification,

carry on the computation of the statistics. Obtain result all from statistical situations between the start and end time, the default unit is the hour, be able to changes the "Sick" statistical rule under leaves setting.

Vacation: According to the leave statistical rule under leaves setting, as well as for the leave is effective in other exception situation list to by the leave verification, carry on the computation of the statistics. Obtains Result from all situations statistical between the start and end time. The default unit is the hour, be able to changes the "leave" statistical rule under leaves setting.

Other: According to the leave statistical rule under leaves setting, as well as for the leave is effective in other exception situation list to by the leave verification, carry on the computation of the statistics. Which obtains Result from all situations statistical between the start and end time. The default unit is the hour, be able to changes the "home leave" statistical rule under leaves setting.

NDays (Workday**)**: Depending on the clocking-in/out record, statistic employees' actually work day from Monday to Friday beyond holiday between the start time and end time, the default unit is working day, ability to make a change under "Normal" statistical rule in the Attendance statistical rule page

Weekend: Depending on clocking-in/clocking-out record, statistical employees actually from Saturday to Sunday beyond holiday between start and end time; the default unit is working day, ability to make a change under "Normal" statistical rule in the Attendance statistical rule page

Holiday: The holiday in which day employee actually takes work, the default unit is working day, ability to make a change under "Normal" statistical rule in the Attendance statistical rule page.

Att_Time (Working Hours**)**: Depending on clocking-in/clocking-out record, total of employee's hours of on duty between the start and end time, the default unit is hours,

accurate figure inhere after point two digital

NDays_OT (Overtime work): Depending on the "OT" statistical rule in the Attendance rule, as well as the overtime and free overtime is effective in other exception situation list; carry on the computation of the statistical working hours from Monday to Friday beyond holidays between the start time and end time.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "OT" statistical rule in the computation of Attendance rule page

Weekend_OT (Weekend overtime work): Depending on the "OT" statistical rule in the Attendance rule, as well as the overtime and free overtime take effective in other exception situation list; carry on the computation of the statistical working hours from Saturday to Sunday beyond holidays between the start time and end time.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "OT" statistical rule in the computation of Attendance rule page

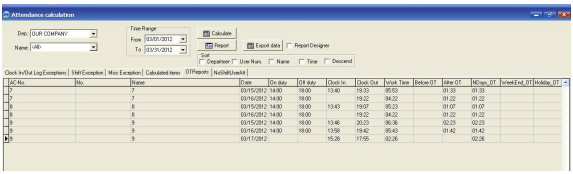
Holiday_OT: Depending on the "OT" statistical rule in the Attendance rule, as well as the overtime and free overtime is effective in other exception situation list; carry on the computation of the statistical working hours in holidays between the start time and end time.

Obtain result from all statistical situations in the start and end time. The default unit is the hour, able to change it under the "OT" statistical rule in the computation of Attendance rule page

OT Reports

The overtime work statistics page is the most commonly used page. The device displays the overtime work statistics through forms and reports, therefore facilitating

your query and calculation.



The OT Reports contains the following default data: AC-No., No., name, date, on duty, off duty, clock in, clock out, work time, before OT, after OT, NDays_OT, WeekEnd_OT, Holiday_OT, Total_OT, and Memo. To view more information, you can right-click the table and select **Column** from the shortcut menu. Then, select other columns to be displayed. A tick is added before a selected column.

On duty: Specified on-duty time for a shift; the value is accurate to the minute extent.

Off duty: Specified off-duty time for a shift; the value is accurate to the minute extent.

Clock in: Actual clock-in time; the value is accurate to the minute extent.

Clock out: Actual clock-out time; the value is accurate to the minute extent.

Work time: Work period from the clock-in time to the clock-out time (unit: second)

Before OT: Overtime work period before on-duty that is reviewed as valid according to the statistics rules about overtime work in the attendance management rules and in other exceptions (unit: minute).

After OT: Overtime work period after off-duty that is reviewed as valid according to the statistics rules about overtime work in the attendance management rules and in other exceptions (unit: minute).

NDays_OT: Sum of the overtime work period before on-duty and after off-duty.

(Default unit: minute)

WeekEnd_OT: Sum of overtime work periods at non-holiday/festival weekends that are reviewed as valid according to the statistics rules about overtime work in the attendance management rules and in other exceptions. The default unit is minute. The default unit can be modified in the statistics rules about overtime work in the **Calculation** tab of the attendance management rules.

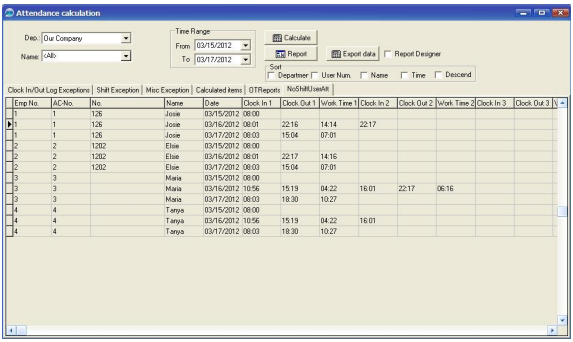
Holiday_OT: Sum of overtime work periods in holidays/festivals that are reviewed as valid according to the statistics rules about overtime work in the attendance management rules and in other exceptions. The default unit is minute. The default unit can be modified in the statistics rules about overtime work in the Calculation tab of the attendance management rules.

Total OT: Sum of all above overtime work periods.

Memo: Description of the overtime work.

NoShiftUserAtt

You can view the statistics about the no-shift employees, therefore facilitating shift management.



The no-shift user statistics table contains the following information: Emp No., AC No., No., clock-in 1 to clock-in 5, clock-out 1 to clock-out 5, Work Time 1 to Work Time 5, Total in time, Total in time, OT, Under time, and Absebt.

Clock-in/out 1 to 5: Clock-in and clock-out form a match. The earliest unmatched clock-in time matches the latest unmatched clock-out; the value is accurate to the minute extent.

Work Time 1 to 5: The difference value between Clock-in 1to 5 and Clock-out 1 to 5.

OT: The system automatically calculates overtime according to the **One Workday as Time** set in **Employee Attendance rule of** no-shift employees. The time over the Work Time is overtime. The default unit is hour. Refer to 2.2.2 Employee Maintain to set the Work Time of the no-shift employees. (OT=Total work time – Work Time)

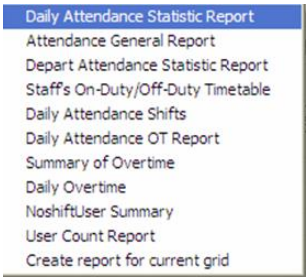
Under time: The system automatically calculates the under time according to the **One Workday as Time** set in **Employee Attendance rule of** no-shift employees. The time under the Work Time is under time. The default unit is hour. Refer to 2.2.2 Employee Maintain to set the Work Time of the no-shift employees. (Under Time=Work Time – Total work time)

Total in time: Sum of all above matched clock-in and clock-out time; a maximum of five matches are supported.

Report

Not only search and modify these Attendance Records in Clock –in/out log exception List, but also able to preview and print these Attendance records, these following list include, Daily Attendance statistical report, Attendance General report, Depart Attendance Statistical Report, Staff's on-duty/off-duty Timetable, Daily Attendance shifts, Daily Attendance OT Report, Summary of Overtime, Daily

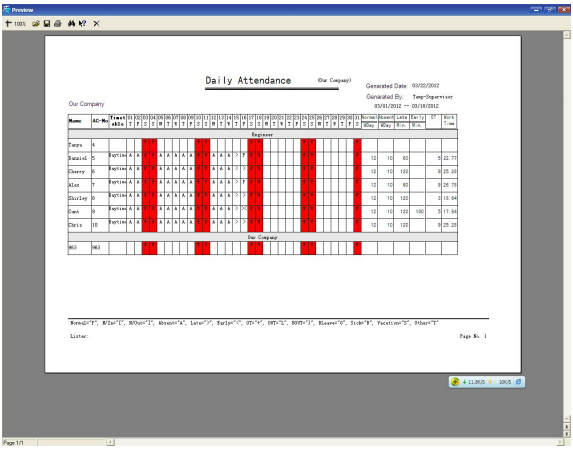
Overtime, Create current report for grid, click "**Report**" button, pop up following menu:



1. Daily Attendance statistical report:

Daily Attendance statistical report is used to list the definite employee daily attendance status in assigned period of time in the table, and the statistics Normal, Absent, Late, Early, OT and Work Time. convenience of the checking whether has the discrepancy with the actual situation.

Note: In the table it is only can show detailed attendance status from the inquiry time from the month time, the report form may count in the start and end time situation which the user chooses, the Genarated Date, Genarated By and the start and end time scope appear on the right cancer, the Company Name scope appear on the left cancer.



In the table all shifts Timetable which each person uses will be list, and illustrate attendance status in the corresponding time and shift with the mark, for mark explain, and please see at the end of each page (In identification mark setting in Attendance computation rule). The red columns in the following table indicate the weekend symbols and weekend colors specified in the attendance management rules. For details, refer to section 2.2.7 Attendance Rules.

Normal WDay: The working day of the employee should arrive in the assigned time. The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in **Calculated items**, output this item.

Absent WDay: The day of the employee in the assigned time, who is absence from work without an excuse? The working day is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in Time Attendance statistical table, output this item.

Late (Min): Total hour of the employee in the assigned time come late. The minute is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in **Calculated items**, output this item.

Early (Min): Total hours of the employee in the assigned time leave early. The minute is the unit of measurement "Recommend", able to make a change in the Attendance rule. According to result in **Calculated items**, output this item.

OT (Hour): Total hours of the employee in the assigned time overtime work. The hour is the unit of measurement "Recommend" able to make a change in the Attendance rule. According to result in **Calculated items**, output this item.

Report upper tool column

(1)Scale: Choose the displaying proportion, preview report form.

(2)Open report: Click on here to open the report file which is saved before.

(3)Save report: Save the current report to the directly of your choice.

(4)Print report: Connect with the printer, prints the report form.

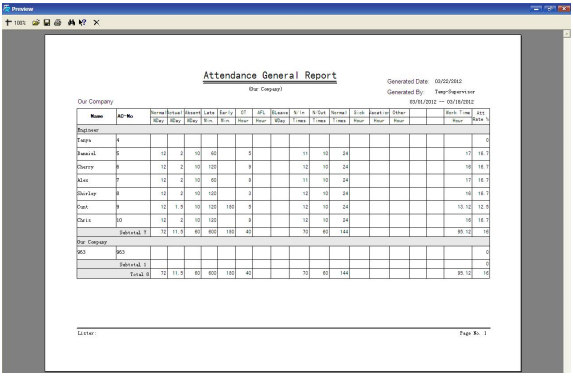
(5)Find text: Click on the here pop-up the search text dialog box, input the text you look up, click "**OK**", the cursor will locate to the text which you search.

(6)Close preview: Click "" button to close preview.

2. Attendance General Report

Attendance General Report "The sum total of the Time Attendance statistical result table" is used to show the definite employee attendance statistical status in the

assigned time, carry on the sum computation of employee attendance status, convenience of paying wages depending on the Attendance situation.



Attendance General Report

(Our Company)

Generated Date: 03/22/2012

Generated By: Temp-Supervisor

03/01/2012 -- 03/10/2012

Our Company

Name	AC-No	Normal Day	Actual Day	Absent Day	Late Times	Early Times	OT Hour	AFL Hour	BLeave Day	Sick Hour	%Sick Times	%Vac Times	Normal Times	Sick Hour	Leave Hour	Other Hour			Work Time Hour	Att Rate %
Engineer																				
Tanya	4																			0
Jeneral	5	10	2	10	60		5				11	10	24						17	16.7
Cherry	8	10	2	10	120		9				10	10	24						16	16.7
Alex	9	10	2	10	60		9				11	10	24						17	16.7
Shirley	8	10	2	10	120		9				10	10	24						16	16.7
Cent	9	10	1.5	10	120	180	5				10	10	24						13.10	12.5
Chris	10	10	2	10	120		9				10	10	24						16	16.7
Subtotal: 7		70	11.5	80	600	180	40				70	60	144						95.10	16
Our Company																				
963	963																			0
Subtotal: 1																				0
Total: 8		70	11.5	80	600	180	40				70	60	144						95.10	16

Lister: Page No. 1

The computation of Normal, Actually, Absent, Late, Early, OT, AFL (asks for leave), BLeave (business trip), Sick, Vacation, same with **Daily Attendance Statistic Report.**

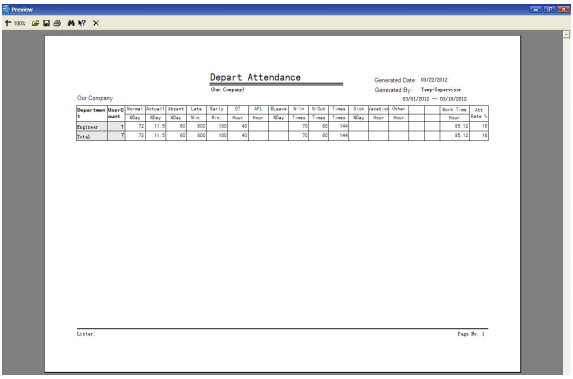
Work Time: Depending on daily employee clock-in/out time. Count the employee working hours Obtains result from all accumulation between the start and end time

Att Rate %: Divide the employee actually goes out on duty the number of times by employee should go out on duty the number of times.

Above the report tool column is same with the **Daily Attendance Statistic Report**.

3. Depart Attendance Statistical Report

Depart Attendance Statistical Report "The sum total of the Department Attendance statistical result table" take the department as the unit, sum total of all employees in the assigned department and period of time attendance status, may know the sum attendance of department, facilitates reduces the scope, carries on the detail inquiry.

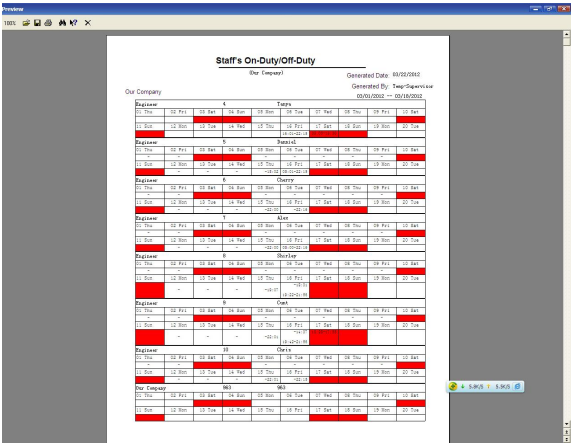


The computation of Normal, Actually, Absent, Late, Early, OT, AFL (asks for leave), BLeave (business trip), Sick, Vacation, same with **Daily Attendance Statistic Report.**

Above the report tool column is same with **Daily Attendance Statistic Report.**

4. Staff's On-Duty/Off-Duty timetable

The time in which each employee actually come and go to work produce report, corresponding date and shift. Convenient for the administrator viewing, and may print.

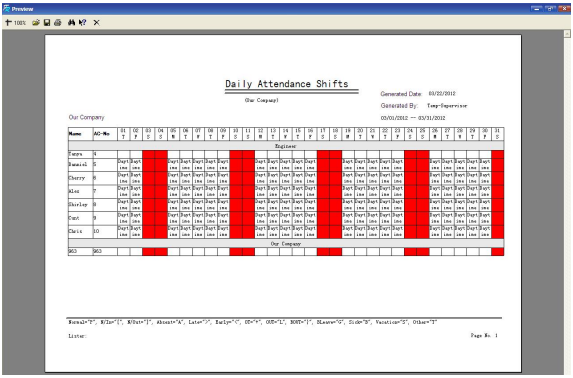


The most right side row corresponds the shift, list the all employee shift, which correspond date, the time of clocking-in /out display in the table.

Above the report tool column is same with daily Time Attendance statistical table.

5. Daily Attendance Shifts

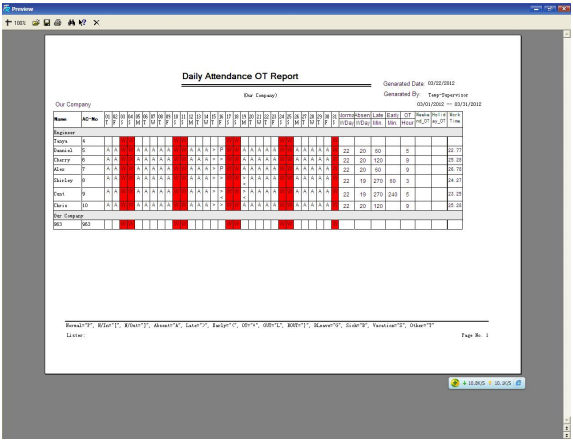
List the employee's shift which is used in Attendance every day, corresponding date, provide convenient for the administrator viewing shift, and printing.



Above the report tool column is same with **Daily Attendance statistical Report**.

6. Daily Attendance OT Report

The following table lists the daily attendance time of each employee in each month.

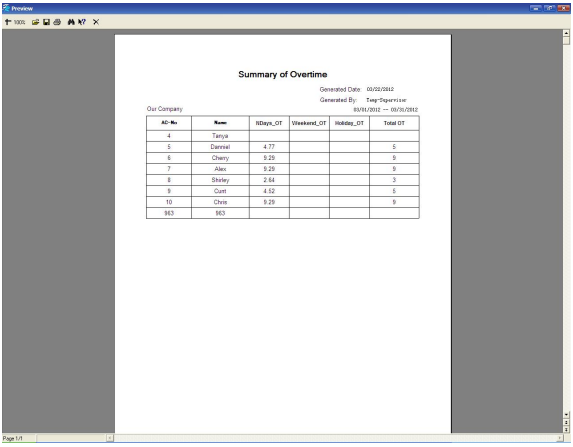


Different with that in the Daily Attendance Statistical Report, the overtime in this report is classified into workday overtime, weekend overtime and holiday overtime.

Other toolbars on the report are same as those on the Daily Attendance Statistical Report.

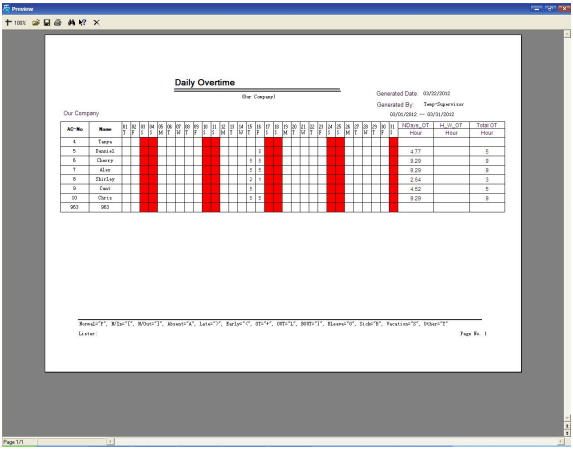
7. Summary of Overtime

The following table lists the overtime work statistics of each employee in every month.


Summary of Overtime
Generated Date: 03/22/2012
Generated By: Temp-Supervisor
Our Company
03/01/2012 -- 03/31/2012
AC-No | Name | NDays_OT | Weekend_OT | Holiday_OT | Total OT
4 | Tanya
5 | Danniel | 4.77 | 5
6 | Cherry | 9.29 | 9
7 | Alex | 9.29 | 9
8 | Shirley | 2.64 | 3
9 | Curt | 4.52 | 5
10 | Chris | 9.29 | 9
963 | 963

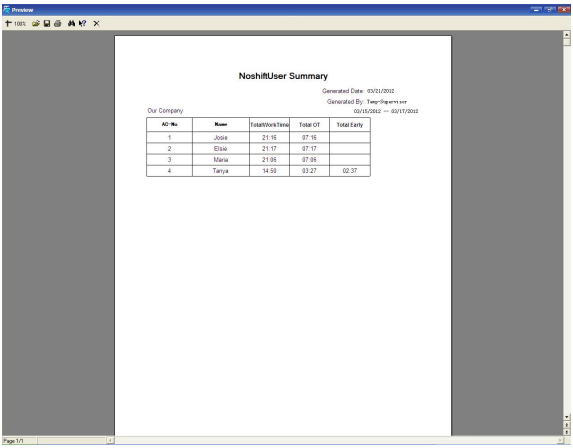
8. Daily Overtime

The following table lists the overtime work statistics of each employee in every month.


Daily Overtime
Our Company
Generated Date: 03/22/2012
Generated By: Temp-Supervisor
03/01/2012 -- 03/31/2012
AC-No | Name | NDays_OT Hour | H_W_OT Hour | Total OT Hour
4 | Tanya
5 | Daniel | 4.77 | 5
6 | Cherry | 9.29 | 9
7 | Alex | 9.29 | 9
8 | Shirley | 2.64 | 3
9 | Curt | 4.52 | 5
10 | Chris | 9.29 | 9
963 | 963

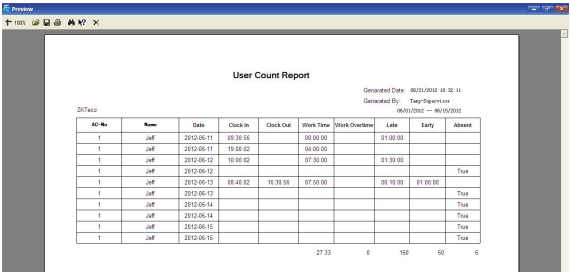
9. **Noshiftuser summary**

Summary on the total work time, overtime and under time of no-shift employees within a designated period.



10. User Count Report

Count the user attendance records, such as Clock in, Clock out, Work Time, Work Overtime, Late, Early and Absent, in a designated period.

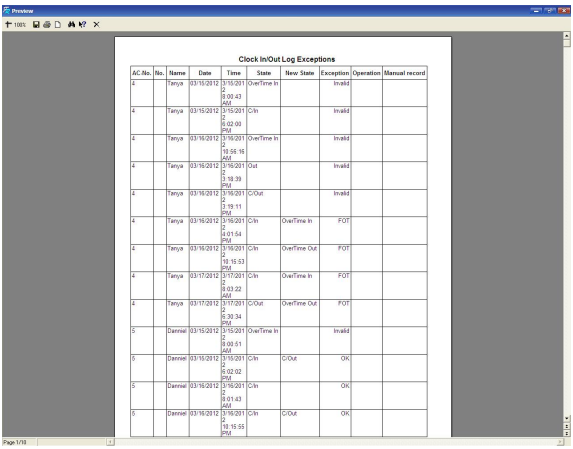


11. Create report for current grid

The create current data report refers to produce report according to the current screen demonstrated format, provide convenient for the administrator reading, and

printing

Clock In/Out Log Exceptions current data report form:

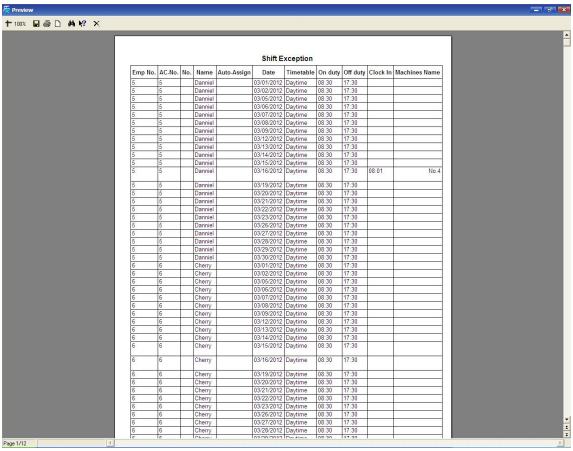


Clock In/Out Log Exceptions

AC-No.	No.	Name	Date	Time	State	New State	Exception	Operation	Manual record
4		Tanya	03/15/2012	3/15/2012 8:00:43 AM	OverTime In		Invalid		
4		Tanya	03/15/2012	3/15/2012 6:02:00 PM	C/In		Invalid		
4		Tanya	03/16/2012	3/16/2012 10:55:16 AM	OverTime In		Invalid		
4		Tanya	03/16/2012	3/16/2012 3:18:39 PM	Out		Invalid		
4		Tanya	03/16/2012	3/16/2012 3:19:11 PM	C/Out		Invalid		
4		Tanya	03/16/2012	3/16/2012 4:01:54 PM	C/In	OverTime In	FOT		
4		Tanya	03/16/2012	3/16/2012 10:15:53 PM	C/In	OverTime Out	FOT		
4		Tanya	03/17/2012	3/17/2012 8:03:22 AM	C/In	OverTime In	FOT		
4		Tanya	03/17/2012	3/17/2012 6:30:34 PM	C/Out	OverTime Out	FOT		
5		Dannel	03/15/2012	3/15/2012 8:00:51 AM	OverTime In		Invalid		
5		Dannel	03/15/2012	3/15/2012 6:02:02 PM	C/In	C/Out	OK		
5		Dannel	03/16/2012	3/16/2012 8:01:43 AM	C/In		OK		
5		Dannel	03/16/2012	3/16/2012 10:15:55 PM	C/In	C/Out	OK		

If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page .

Shift Exception current data report page:

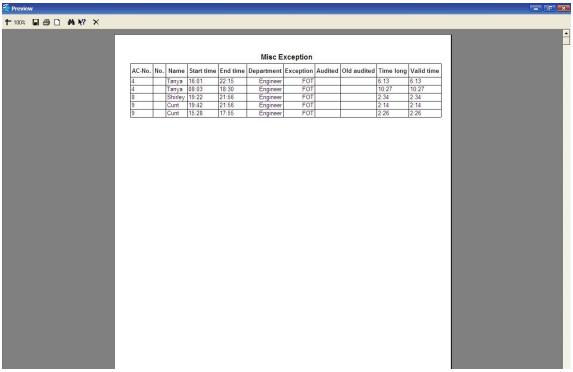


Shift Exception

Emp No.	AC-No.	No.	Name	Auto-Assign	Date	Timetable	On duty	Off duty	Clock In	Machines Name
5	5		Danniel		03/01/2012	Daytime	08:30	17:30		
5	5		Danniel		03/02/2012	Daytime	08:30	17:30		
5	5		Danniel		03/05/2012	Daytime	08:30	17:30		
5	5		Danniel		03/06/2012	Daytime	08:30	17:30		
5	5		Danniel		03/07/2012	Daytime	08:30	17:30		
5	5		Danniel		03/08/2012	Daytime	08:30	17:30		
5	5		Danniel		03/09/2012	Daytime	08:30	17:30		
5	5		Danniel		03/12/2012	Daytime	08:30	17:30		
5	5		Danniel		03/13/2012	Daytime	08:30	17:30		
5	5		Danniel		03/14/2012	Daytime	08:30	17:30		
5	5		Danniel		03/15/2012	Daytime	08:30	17:30		
5	5		Danniel		03/16/2012	Daytime	08:30	17:30	08:01	No.4
5	5		Danniel		03/19/2012	Daytime	08:30	17:30		
5	5		Danniel		03/20/2012	Daytime	08:30	17:30		
5	5		Danniel		03/21/2012	Daytime	08:30	17:30		
5	5		Danniel		03/22/2012	Daytime	08:30	17:30		
5	5		Danniel		03/23/2012	Daytime	08:30	17:30		
5	5		Danniel		03/26/2012	Daytime	08:30	17:30		
5	5		Danniel		03/27/2012	Daytime	08:30	17:30		
5	5		Danniel		03/28/2012	Daytime	08:30	17:30		
5	5		Danniel		03/29/2012	Daytime	08:30	17:30		
5	5		Danniel		03/30/2012	Daytime	08:30	17:30		
6	6		Cherry		03/01/2012	Daytime	08:30	17:30		
6	6		Cherry		03/02/2012	Daytime	08:30	17:30		
6	6		Cherry		03/05/2012	Daytime	08:30	17:30		
6	6		Cherry		03/06/2012	Daytime	08:30	17:30		
6	6		Cherry		03/07/2012	Daytime	08:30	17:30		
6	6		Cherry		03/08/2012	Daytime	08:30	17:30		
6	6		Cherry		03/09/2012	Daytime	08:30	17:30		
6	6		Cherry		03/12/2012	Daytime	08:30	17:30		
6	6		Cherry		03/13/2012	Daytime	08:30	17:30		
6	6		Cherry		03/14/2012	Daytime	08:30	17:30		
6	6		Cherry		03/15/2012	Daytime	08:30	17:30		
6	6		Cherry		03/16/2012	Daytime	08:30	17:30		
6	6		Cherry		03/19/2012	Daytime	08:30	17:30		
6	6		Cherry		03/20/2012	Daytime	08:30	17:30		
6	6		Cherry		03/21/2012	Daytime	08:30	17:30		
6	6		Cherry		03/22/2012	Daytime	08:30	17:30		
6	6		Cherry		03/23/2012	Daytime	08:30	17:30		
6	6		Cherry		03/26/2012	Daytime	08:30	17:30		
6	6		Cherry		03/27/2012	Daytime	08:30	17:30		
6	6		Cherry		03/28/2012	Daytime	08:30	17:30		

If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page .

Misc Exception current data report pages:

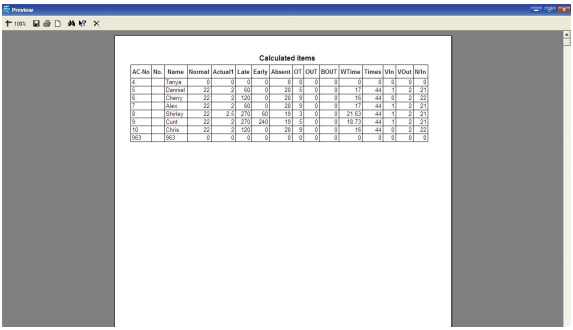


Misc Exception

AC-No.	No.	Name	Start time	End time	Department	Exception	Audited	Old audited	Time long	Valid time
4		Tanya	16:01	22:15	Engineer	FOT			6:13	6:13
4		Tanya	08:03	18:30	Engineer	FOT			10:27	10:27
8		Shirley	19:22	21:56	Engineer	FOT			2:34	2:34
9		Cunt	19:42	21:56	Engineer	FOT			2:14	2:14
9		Cunt	15:28	17:55	Engineer	FOT			2:26	2:26

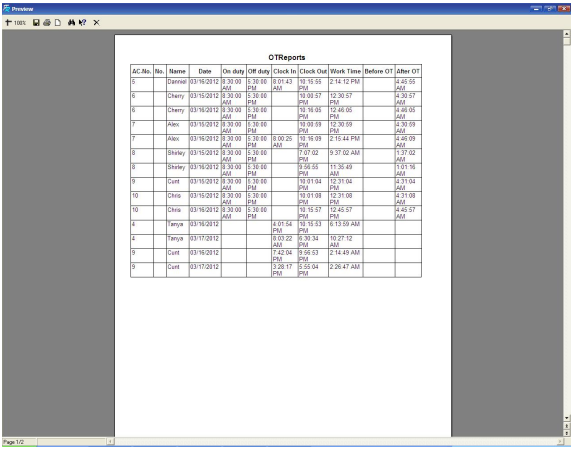
If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page

Calculated items current data report page:



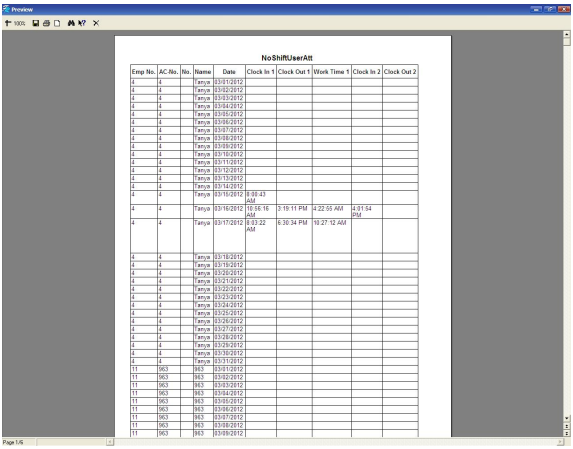
If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page.

OT Reports current data report page:



If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page.

NoShiftUserAtt current data report page:



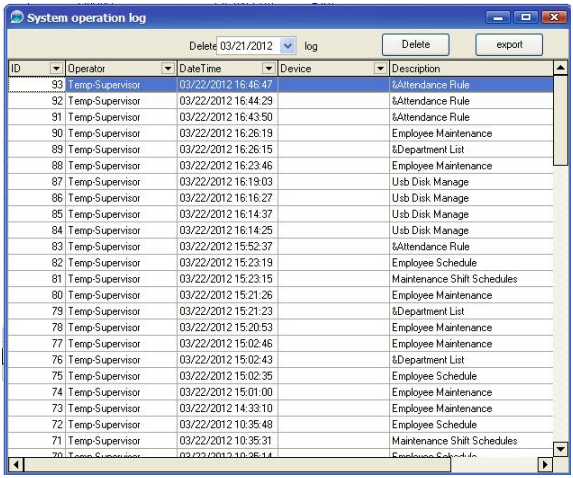
If need to show much more rows, may right-click the data row of your choice in the statistical result detailed situation page.

Export data

Export the data you inquire to Excel or the text file, backup and save it, in order to consult in the future. For detail operation please see also appendix **3.6 Export Data.**

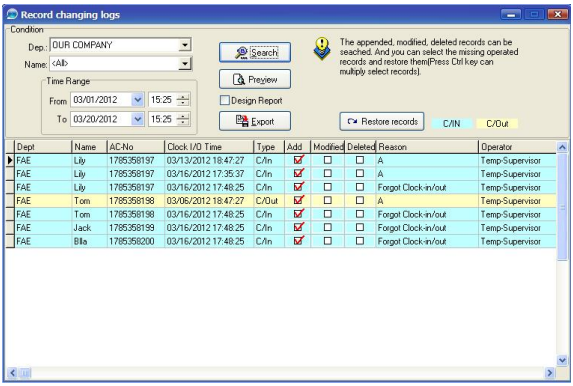
2.4.4 System Operate log

There provide with complete record about all operator operate trip and event when this software is apply to, maybe view the log in the future


System operation log
Delete 03/21/2012 log
Delete
export
ID
Operator
DateTime
Device
Description
93 Temp-Supervisor 03/22/2012 16:46:47 &Attendance Rule
92 Temp-Supervisor 03/22/2012 16:44:29 &Attendance Rule
91 Temp-Supervisor 03/22/2012 16:43:50 &Attendance Rule
90 Temp-Supervisor 03/22/2012 16:26:19 Employee Maintenance
89 Temp-Supervisor 03/22/2012 16:26:15 &Department List
88 Temp-Supervisor 03/22/2012 16:23:46 Employee Maintenance
87 Temp-Supervisor 03/22/2012 16:19:03 Usb Disk Manage
86 Temp-Supervisor 03/22/2012 16:16:27 Usb Disk Manage
85 Temp-Supervisor 03/22/2012 16:14:37 Usb Disk Manage
84 Temp-Supervisor 03/22/2012 16:14:25 Usb Disk Manage
83 Temp-Supervisor 03/22/2012 15:52:37 &Attendance Rule
82 Temp-Supervisor 03/22/2012 15:23:19 Employee Schedule
81 Temp-Supervisor 03/22/2012 15:23:15 Maintenance Shift Schedules
80 Temp-Supervisor 03/22/2012 15:21:26 Employee Maintenance
79 Temp-Supervisor 03/22/2012 15:21:23 &Department List
78 Temp-Supervisor 03/22/2012 15:20:53 Employee Maintenance
77 Temp-Supervisor 03/22/2012 15:02:46 Employee Maintenance
76 Temp-Supervisor 03/22/2012 15:02:43 &Department List
75 Temp-Supervisor 03/22/2012 15:02:35 Employee Schedule
74 Temp-Supervisor 03/22/2012 15:01:00 Employee Maintenance
73 Temp-Supervisor 03/22/2012 14:33:10 Employee Maintenance
72 Temp-Supervisor 03/22/2012 10:35:48 Employee Schedule
71 Temp-Supervisor 03/22/2012 10:35:31 Maintenance Shift Schedules

2.4.5 Operating check In/Out Record

Record all manually added information, that is, manually add operating logs.

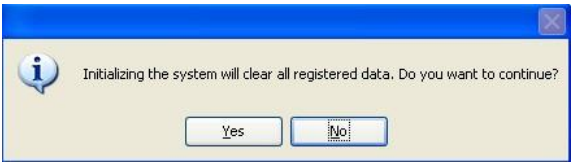

Record changing logs
Condition
Dep.: OUR COMPANY
Name: <All>
Time Range
From 03/01/2012 15:25
To 03/20/2012 15:25
Search
Preview
Design Report
Export
The appended, modified, deleted records can be seached. And you can select the missing operated records and restore them(Press Ctrl key can multiply select records).
Restore records
C/IN
C/Out
Dept Name AC-No Clock I/O Time Type Add Modified Deleted Reason Operator
FAE Lily 1785358197 03/13/2012 18:47:27 C/In A Temp-Supervisor
FAE Lily 1785358197 03/16/2012 17:35:37 C/In A Temp-Supervisor
FAE Lily 1785358197 03/16/2012 17:48:25 C/In Forgot Clock-in/out Temp-Supervisor
FAE Tom 1785358198 03/06/2012 18:47:27 C/Out A Temp-Supervisor
FAE Tom 1785358198 03/16/2012 17:48:25 C/In Forgot Clock-in/out Temp-Supervisor
FAE Jack 1785358199 03/16/2012 17:48:25 C/In Forgot Clock-in/out Temp-Supervisor
FAE Bila 1785358200 03/16/2012 17:48:25 C/In Forgot Clock-in/out Temp-Supervisor

2.5 Data Management

2.5.1 Initialize System

This function can restore system to original installment status, the follow is detailed step:

Click "**Initial system**" menu, this pop-up window is follow



Caution: if confirm you're selected, the system will clear all employee's data and all attendance data. Before this operation you must be carefully.

Click "**Yes**" button, the system will clear all data, and return initial status just system install.

Click "**No**" button, the system return main menu without clear data.

2.5.2 Clear Obsolete Data

After your system has been used for a period of time, a big amount of obsolete data are saved in the database, which not only occupy hard disk space but also affect operation speed. Then you can clear these useless data by using this function

Click this item on the menu, this pop-up menu will appear.

When clearing attendance clock-in and attendance exception records, you are required to back up clock-in data to files. You can click corresponding input box to type file name, or click " " button to set your data file's saving path and file name.

Note: You must choose the new name of file, if the file exists in the system, the system will inform you select a new name of file.

Shift data for AC Time: Delete the expired employee shift data, select the **Close Date**, and click **OK**. For example, the time range of a shift record is 1999-01-01 to 2011-12-12. When the Close Date is 2011-01-01, the record is not deleted. The employee shift data is deleted only when the cut-off date is later than 2011-12-12.

Input the close date of the data that you want to clear in close date box, and the close date should be ten days before the current day you will clear the corresponding data after clicking "**OK**", and prompt messages will display.

Attendance time setup data means to clear obsolete employee's shift schedule data, select close data for clearing record, click "**OK**" and you will clear obsolete

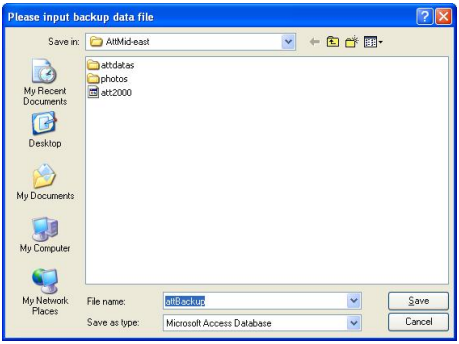
employee's shift schedule data

In the terms of Microsoft Access database, can click "**Compact Database File**" button to compact the database.

After clearing data, click " " to return the main menu

2.5.3 Backup Database

In order to make sure data security and to restore, we suggest you backup database in regular time, click command on the menu, pop-up following window.

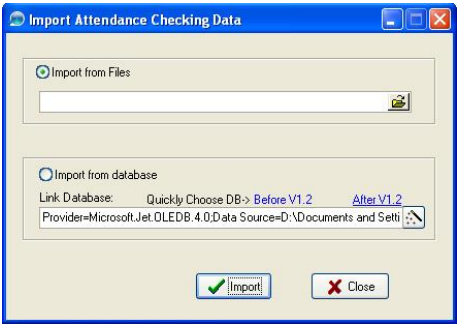


Select position to save file, input filename (maybe defined filename), click "**Save**" button. When original database was damage, it need to restore, you should change back up filename as ATT2000.mdb, copy the file under attendance install directory to cover same name file, but the action only restore these data to before back up. E.g. you back up data in 31.3; so that these data is restored is only one before 31.3.

2.5.4 Import AC Data

To import attendance record to another machine or old record to the current attendance software, click this command on the menu and this operation window

will pop up:



1. Import from Files

All information of original database can be import to Attendance system database file; to import attendance clock-in employee attendance data is imported.

Select import from files, click "**Import**" following windows pup-up:

2. Import from database

It means to import attendance data from attendance database backups, and the data include employee information, shift information, clock-in records, etc. You can import the data from databases of previous version, or databases of the same version. For the data format of database files of **Before V1.2** differs from that of Version 1.2, if the version of the database file that you want to import is below 1.2 (Not including 1.2), please select **Before V1.2** option. Otherwise please select **After V1.2** options.

Note: Before importing data, if it is unnecessary to remain the data in your system, please first select initialize system. This is because if some data remaining in the current system overlap with the data that will import, errors will appear when importing data, and data's importing speed will slow down.

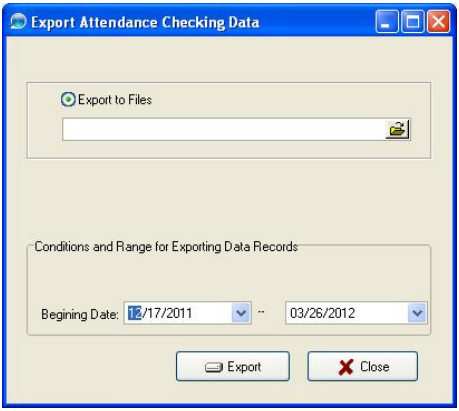
Click **Before V1.2** or **After V1.2** button and a file manager will pop up. Enter the path and file name of the database to import, and click "**Open**", the system will import data automatically.

If your database is SQL Server database, you can click button to begin settings. For detailed information please refer to Database Setup.

After importing data, click " " to go back to the main menu.

2.5.5 Export Attendance Data

This function is mainly used to back up all attendance data in the current attendance system or clock-in data, click this command on the menu and the following operation window will pop up



1. Export to Files

Export four file style: secret attendance data (*.abt), attendance clock-in data (*.txt), back up attendance data (*.attbackup.mdb) and attendance system database file

(*.mdb). Click " " button, a file manger menu will pop up confirm the path and file name for the back file and click "Open".

2. Conditions and Range for Exporting Data Records

Export data records during the time range.

Note: you must choose a new filename if the file has existed the system will suggest you to define new file name.

Exporting record will not lead to clean data in database. After finish to export data, click " " up-right screen, return main menu.

2.6 Access Control Setup

Access control setting is to set unlock time and assign privilege for registered users. Settings of each user consist of three period time settings and one group setting. Relationship between period time and period time is "**OR**". Group also consists of three period time settings and by the same token, relationship between these three period time is "OR".

Simply put, if you want to keep a registered user in unlock status. Firstly the group that this user is in should be defined in unlock combination (one group can be defined in one combination together with other group, but these groups are required to unlock door together). Second, current unlock time is in any availability range of user time period and period time of its group.

Under system default, a new registered user is in Group 1 and group combination is Group 1. So new registered user is in unlock status under default. If a group that user is in is not defined in group unlock combination setting, then the use can only record attendance and cannot unlock door.

2.6.1 Time zone

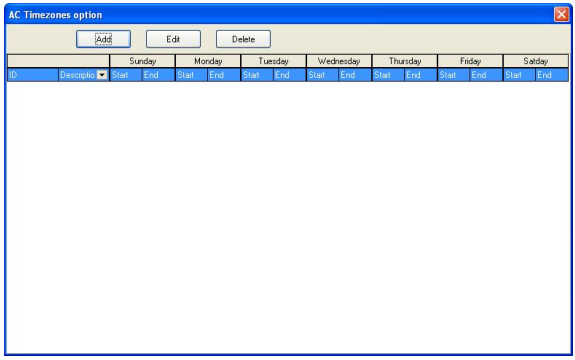
Time zone is the smallest time period unit in Access control setting. In whole system, you can define up to 50 time zones. Each time zone defines 7 time intervals, i.e. one week. Each time interval is valid time period in 24 hours everyday. Each use can set up to three time zones and the relationship between these three time zones is "**OR**", which means the user is valid as long as identification time satisfied one of these three time zones. Each time zone format of time zone is HH: MM-HH: MM, i.e. in term of 24 hours format and precision to second.

End time less than start time "23:57-23:56", means all day forbidden. End time larger than start time "00:00-23:59", means valid in the time interval.

Valid time period for user unlocks: all day open "00:00-23:59" or time period with end time larger than start time.

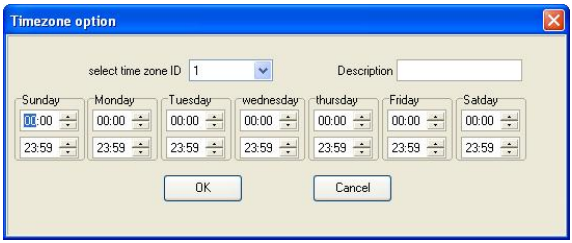
Concrete Step show as below:

1. Click "**Time zone**" from Drag-down menu of **door manage**, window of **AC Time zone option** will pop up, show as below:

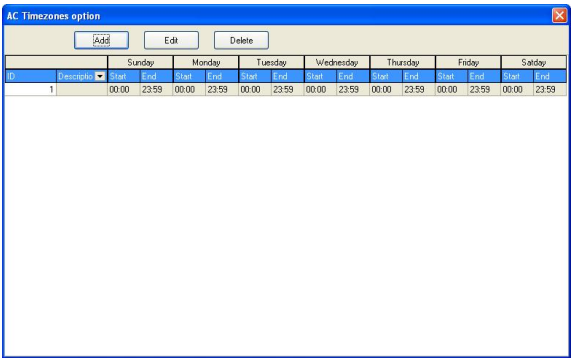


2. Click "**Add**" button and system will pop up a timetable from Sunday to Saturday.

Here, you can define any time zone you may use, show as below:

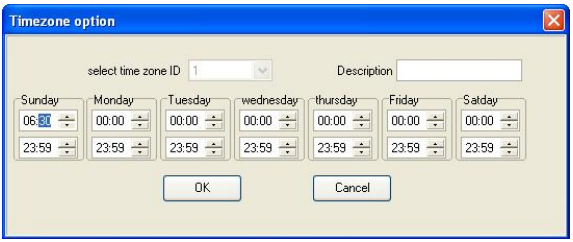


3. Then click "**OK**" button to save the time zone automatically, and return AC Time zone option window, the new zone will display in he list, show as below:

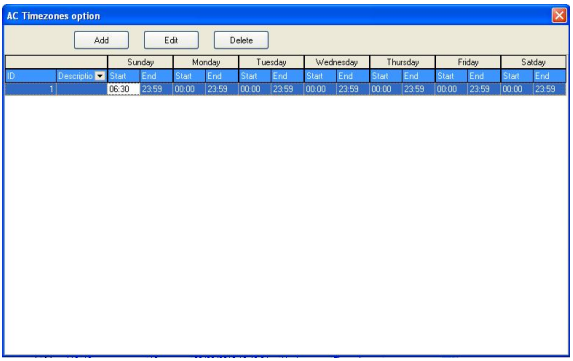


4. If you want to use several time zones, continue to click "**Add**", and then repeat step 2 and 3. In addition, time zone can be edited and deleted.

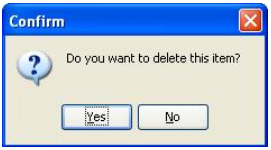
5. Edit Time zone, select time zone on the list, then click "**Edit**" button, the edit window will popup. Show as below:



After modify, click "**OK**" button to save, and return AC Time zone option window, the time zone's information will display as after edit. Show as below:

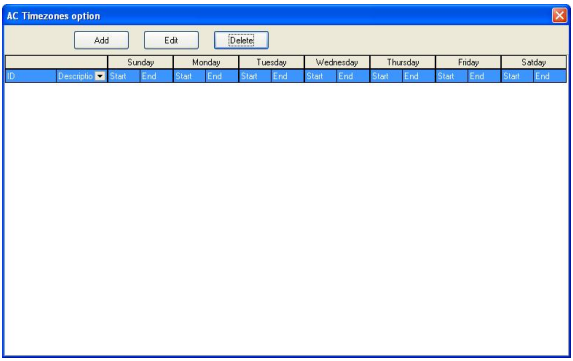


6. Delete time zone. Select the time zone need to be deleted, then click "**Delete**" button, the following window will popup:



Click "**Yes**" button to delete it. Click "**No**" button to cancel operation.

7. After delete operation, the AC Time zone option window will not display the time zone. Show as below:



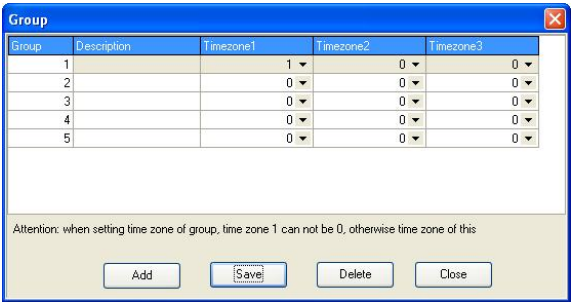
2.6.2 Group

Group function can divide users into groups and combine different groups to different unlock combinations, which make group management of Access control more convenience. So user can define many unlock combinations. System has defined 5 groups: Group 1, Group 2, Group 3, Group 4, and Group 5. Under system default, new registered user is in Group 1 and can be re-assigned to other group.

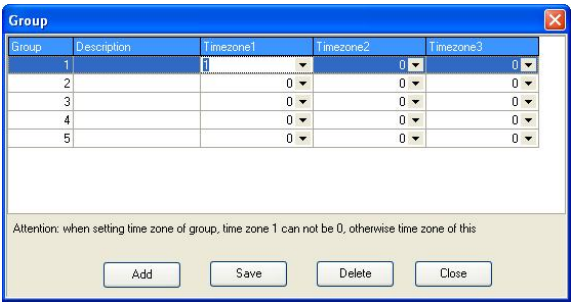
Under system default, a new registered user uses time period of Group 1. After the user is re-assigned to other group, the user uses default time period of the corresponding group. So please make sure to define default time periods for each group.

Group Setting

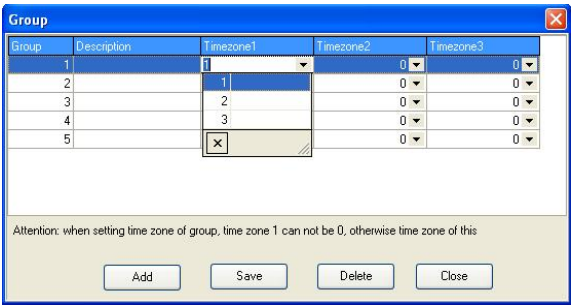
1. Click Group sub-item, under the door manage menu on the left tool bar, enter the Group setting interface, shown as following figure.



2. Group editing; left click item that need to edit with cursor to enter the editing state.



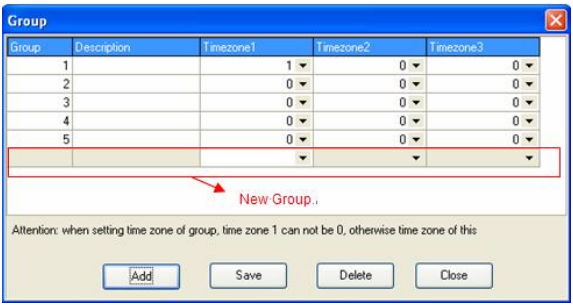
3. Through drop-down box to choose the Time zone.



Set up is completed; click on "**Save**" button to save.

4. According to your needs, you can repeat step 2 and 3 to edit other Time zone.

5. Add group, click "**Add**" button can add a group, show as below:



6. Delete group, select the group you want to delete, and then click "**Delete**" button to delete it.

2.6.3 Unlock Combination

Definition of unlock combination function

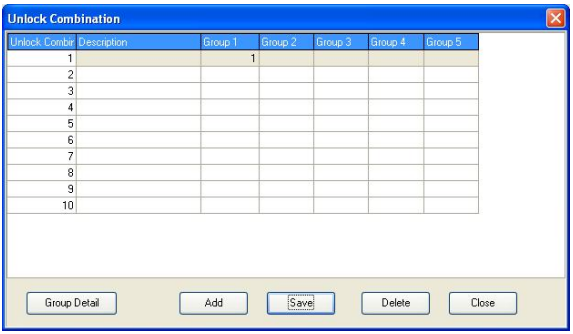
Unlock combination is the direct expression for controlling unlock. For example, if you want that all registered users cannot unlock door, then set Unlock Combination to null.

Definition of unlock combination is defined to different combinations that can unlock door, and each combination consists of different groups. Unlock combination directly uses group number and does not consider order for identifying user between each group. For example, "123" means door will only be unlocked when at least one user in each group of Group 1, Group 2 and Group 3 passes identification together with other two users. "4" means door will be unlocked when one user in Group 4

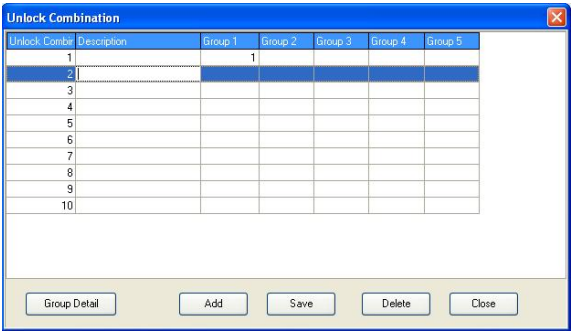
passes identification together with other two users. System can define up to 10 unlock combinations at the same time and door will be unlocked as long as one of these 10 unlock combinations passes identification.

Concrete step show as below:

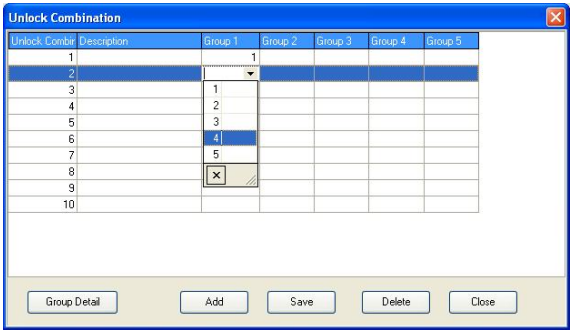
1. Click Unlock Combination sun-item, under door manage menu, the following window will popup:



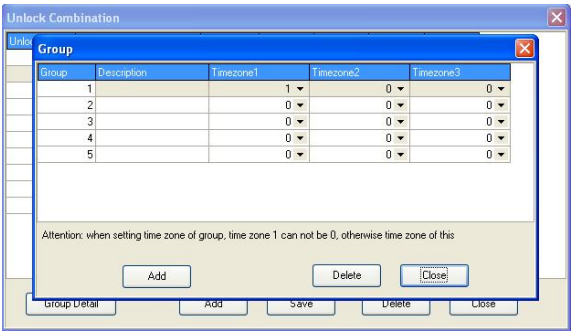
2. Edit: Click on the one which need to be edited, show as below:



3. Select group through the drop-down list, show as below:



4. If forget what you had defined, you can click Group Detail button "Group Detail" to see the detail. Show as below:



5. After setting, click "**Save**" button to save.

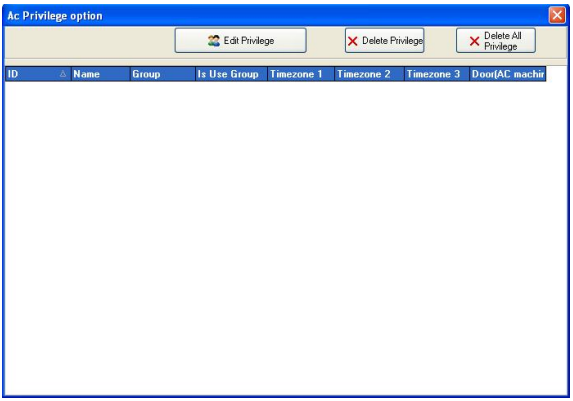
2.6.4 Access Control Privileges

Access Control privilege mainly applies to user access control setting: if a user whose personal No. is assigned as 1, 2, 3, 4, and is distributed to No.1 device in the default period time, likes as follow, add user to right list first, then add device to

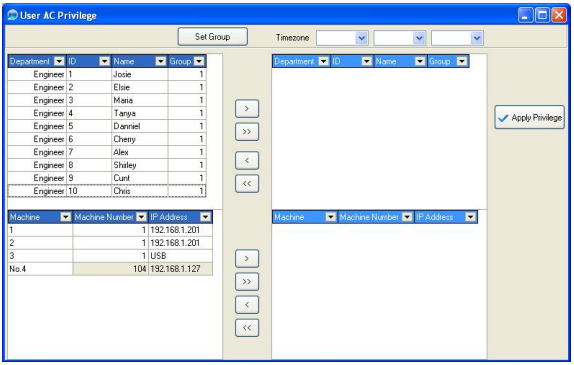
right side list. Click "Allows passing".

Set up the Access Control Privilege when a user belong a group

1. Click **Access Control Privilege** sub-item, under the **door manage** menu on the left tool bar. Enter the "Access Control privilege" interface such as shown.



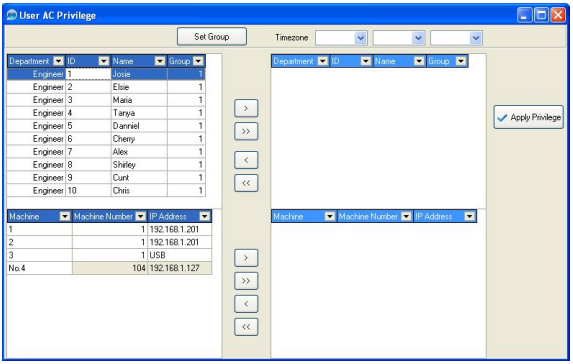
2. Click on "Edit Privilege" button and enter the Access Control Privilege to edit the interface, shown such following.



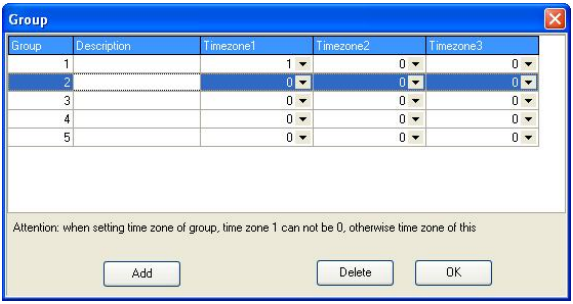
3. Default users belong to Group 1, if need be assigned to other user groups, the

need for users to re-allocation group. Here we illustrate: ID 1 user assigned to Group 1

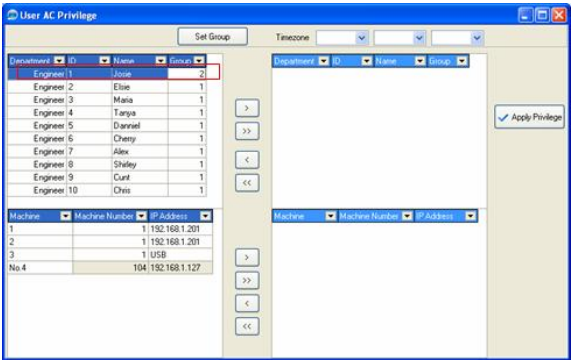
First selected ID 1 user, shown as following.



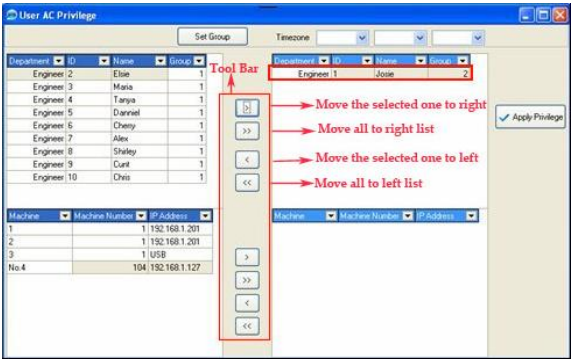
4. Click on the "**Set Group**" button and enter the group setting interface, select group 2.



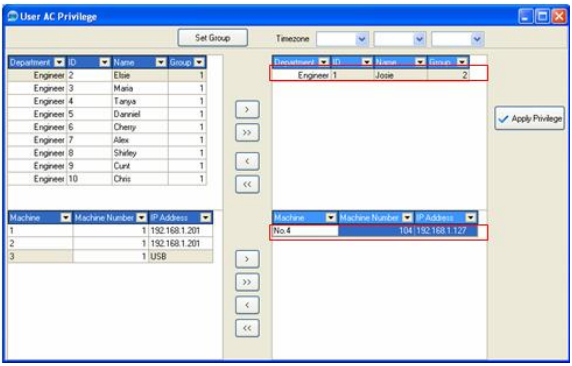
5. Through the above steps, the users will be assigned to the second group, shown as following.



6. Follow the 3-5 steps, set up the group those users respective. After the setting completed, through the tool bar's button, a single or all of users will be moved to the right critical areas, waiting for the Privilege setting. Shown as following, move the ID1 user to the right list:



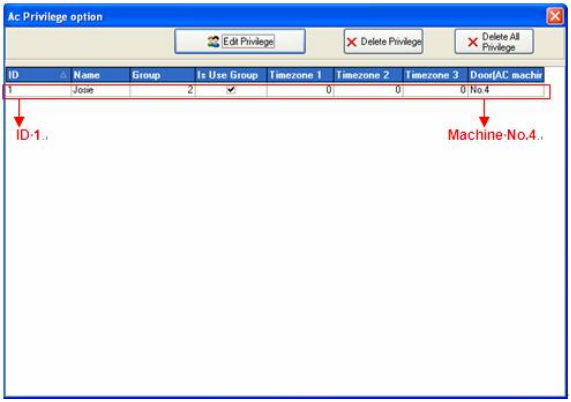
7. In the machine list choose the machine that need to upload Privilege, and then move to the critical region, waiting for Privilege setting. Show as below:



8. After users and machine is selected, click on "

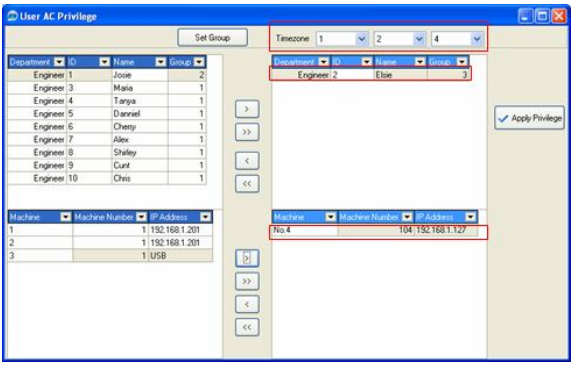
" button, the group Time zone which is used by user in the critical periods will be assigned to the selected devices. After distribution is successful, prompt will appear shown as following

9. On the "User Access Control Privilege" interface, click "
" button and enter the Access Control Privilege Setting interface and synchronize set up information of user groups will display in the list. Show as following, machine No.4 in the ID 1 user group 2 Time zone.


Ac Privilege option
Edit Privilege
Delete Privilege
Delete All Privilege
ID Name Group Is Use Group Timezone 1 Timezone 2 Timezone 3 Door[AC machir
1 Josie 2 0 0 0 No.4
ID-1
Machine-No.4

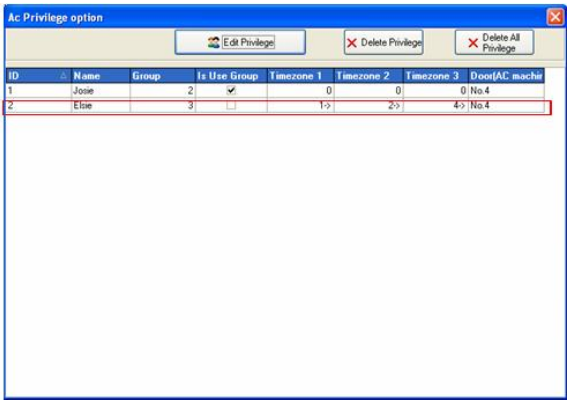
Set up the Access Control Privilege when a user do not use group

1. If a user belongs to the group, but she/he does not use group Time zone, then in the **User AC Privilege** setting interface, select the Time zone to be used, shows as below, ID 21 users belong to the third group, but she does not use group 3 Time zone, and use the 1,2,4 Time zone.



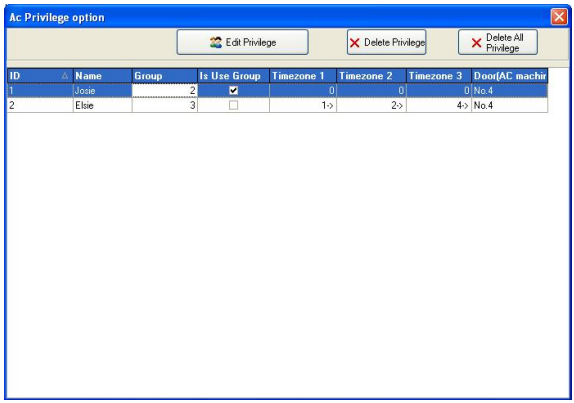
2. After complete setting, click "Apply Privilege" button and then click "" button on the "**User AC Privilege**" interface. Enter the **Access Control Privilege** setting

interface and synchronize set information of user groups will display in the list. Show as following ID 2 user use group 3 Time zones, the non-use group, but use 1, 2, 3 Time zones.

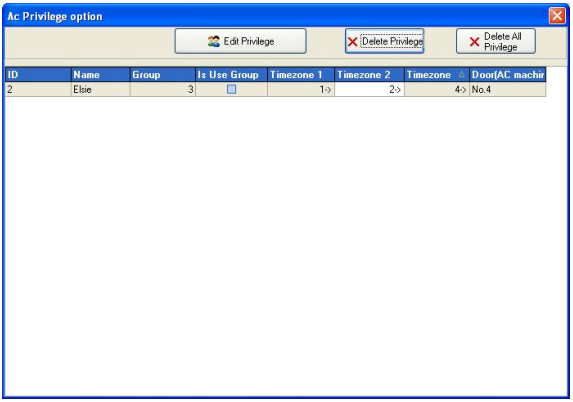


Delete the User Access Control Privilege

1. After choose the user who will ready to be deleted and his group , move their to the critical areas, and moved equipment whose the Privilege will be deleted to the critical, shown as below, delete the ID 1 user, who use the Group 2 Time zone.



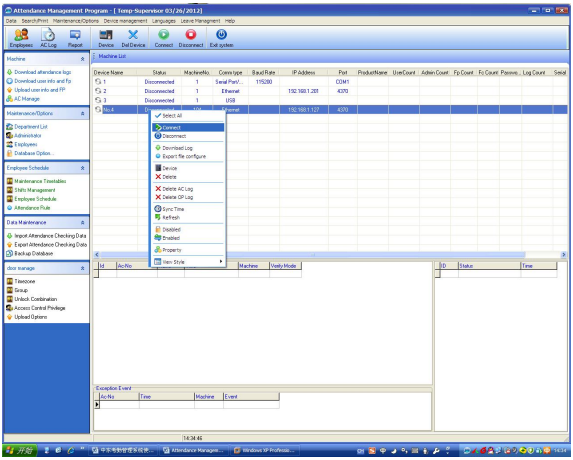
2. Click on the "Delete Privilege" button, the group Time zone the user use will be deleted in critical area from the selected equipment. After deleted successfully, the system will prompt. Show as below.



2.6.5 Upload Options

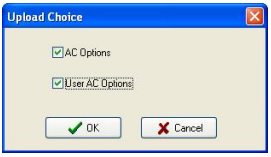
1. Connect device.

Choose upload device. Click icons to choose the device with mouse, right-click mouse, select **Connect** item, and show as below:

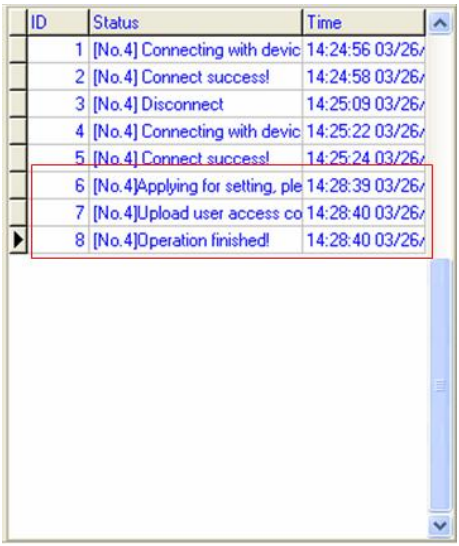


2. Upload information

Click "**Upload Options**", under the **door manage** menu on the left tool bar, and show as following interface:



Select the Access control option which you want, the two kind of option could to be selected at the same time. After success upload, it will display the success information on the window, show as below:



ID	Status	Time
1	[No.4] Connecting with devic	14:24:56 03/26/
2	[No.4] Connect success!	14:24:58 03/26/
3	[No.4] Disconnect	14:25:09 03/26/
4	[No.4] Connecting with devic	14:25:22 03/26/
5	[No.4] Connect success!	14:25:24 03/26/
6	[No.4]Applying for setting, ple	14:28:39 03/26/
7	[No.4]Upload user access co	14:28:40 03/26/
8	[No.4]Operation finished!	14:28:40 03/26/

CHAPTER 3

3. Appendices

3.1 Set Date

In the box of Date click " " button to select the date, and in the box of Time click " " button to select the time or directly change the time. In the drop-down box of Date, click " " or " " button to move the date one month upward or downward:

Click the year number to change the year directly, or click " " button to move the date one year upward or downward. Click on the date you want to select it.

3.2 Select Employee

The option box of Employee is like this:

Move the mouse to the row the employee to select is in, left-click the mouse, and this row will turn blue.

To select more than one employee, hold down "**Ctrl**" key to select.

3.3 Select Department

The option box of Department is like this

With the mouse left-click the department name, Wait for the department name to change blue. It shows chooses successfully.

Choice department employees

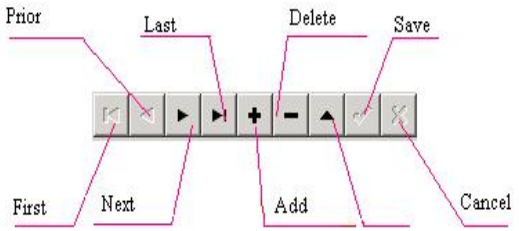
Single-click department, open a drag-down box, chooses department which the employee is at, then single-click the employee box

3.4 Select Employee in Department

Click the department box to extend the tree-type framework, and select the department where the employee is, then click the employee box to extend the drop-down list box and select the employee.

3.5 Data Table Tool Bar

The Data sheet Process Tool Bar contains the following operation buttons:



In the data sheet, the row marked with ▶ symbol is the current row and all operations for he sheet is conducted in the current row.

Click button to carry out corresponding operation for the data sheet.

First: To move the current row to the first row.

Previous: To move the current row one row upward.

Next: To move the current row one row downward.

Last: To move the current row to the last row.

Add: To add a new row in which new data can be entered in and the current row is

the new row.

Delete: To delete the current row.

Edit: To modify the data in the current row.

Save: To save the data after edition or in the newly added row.

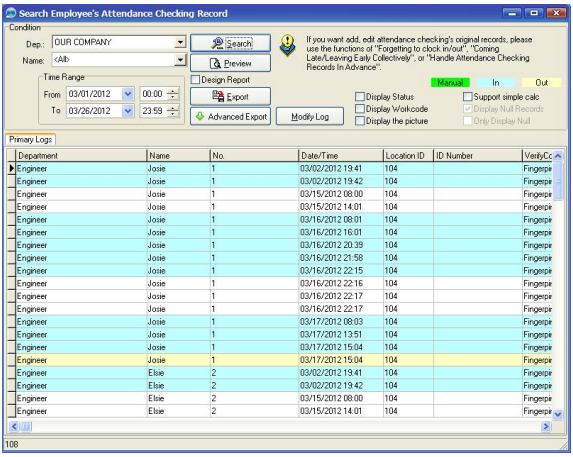
Cancel: To cancel the result of adding a new row or editing the data.

Under the status of adding or editing, the result of moving data will be automatically saved.

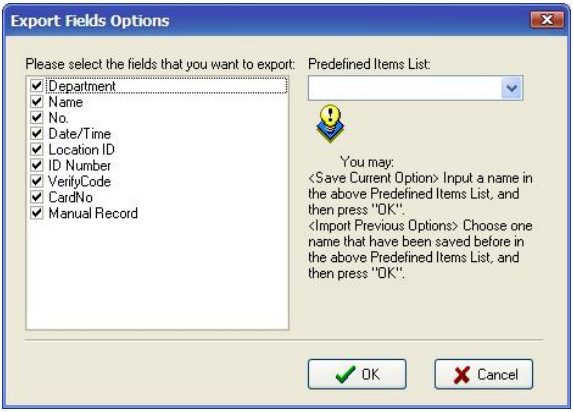
In the data sheet, click on the row to select it. You can select multiple rows by pressing "Ctrl" and clicking at the same time when possible. The selected rows will change to blue.

3.6 Export Data

Following take **Attendance Record** as example, explain to **Export Data** function:

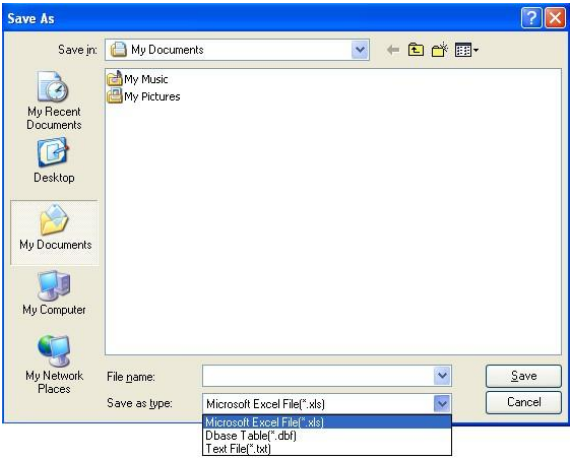

Search Employee's Attendance Checking Record
Condition
Dep.: OUR COMPANY
Name: <All>
Time Range
From 03/01/2012 00:00
To 03/26/2012 23:59
Search
Preview
Design Report
Export
Advanced Export
Modify Log
If you want add, edit attendance checking's original records, please use the functions of "Forgetting to clock in/out", "Coming Late/Leaving Early Collectively", or "Handle Attendance Checking Records In Advance".
Manual
In
Out
Display Status
Display Workcode
Display the picture
Support simple calc
Display Null Records
Only Display Null
Primary Logs
Department
Name
No.
Date/Time
Location ID
ID Number
VerifyCo
Engineer Josie 1 03/02/2012 19:41 104 Fingerpr
Engineer Josie 1 03/02/2012 19:42 104 Fingerpr
Engineer Josie 1 03/15/2012 08:00 104 Fingerpr
Engineer Josie 1 03/15/2012 14:01 104 Fingerpr
Engineer Josie 1 03/16/2012 08:01 104 Fingerpr
Engineer Josie 1 03/16/2012 16:01 104 Fingerpr
Engineer Josie 1 03/16/2012 20:39 104 Fingerpr
Engineer Josie 1 03/16/2012 21:58 104 Fingerpr
Engineer Josie 1 03/16/2012 22:15 104 Fingerpr
Engineer Josie 1 03/16/2012 22:16 104 Fingerpr
Engineer Josie 1 03/16/2012 22:17 104 Fingerpr
Engineer Josie 1 03/16/2012 22:17 104 Fingerpr
Engineer Josie 1 03/17/2012 08:03 104 Fingerpr
Engineer Josie 1 03/17/2012 13:51 104 Fingerpr
Engineer Josie 1 03/17/2012 15:04 104 Fingerpr
Engineer Josie 1 03/17/2012 15:04 104 Fingerpr
Engineer Elsie 2 03/02/2012 19:41 104 Fingerpr
Engineer Elsie 2 03/02/2012 19:42 104 Fingerpr
Engineer Elsie 2 03/15/2012 08:00 104 Fingerpr
Engineer Elsie 2 03/15/2012 14:01 104 Fingerpr
108

As shown in the above picture, click "**Export**" button to pop up the following window:



Predefined Item List: The current definition of your choice will be a name, when the next time export will be allowed to directly select and save name but not need to choose the field to export in the left box.

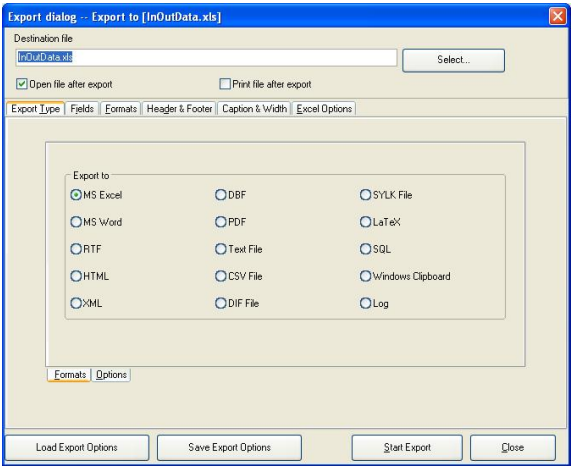
Put tick in font of the fields to export. If next time you want to select the same fields to export data, you can input an item name in the box of Predefined Item List, and click "**OK**" to save the selected fields in this item. If you want to call your previous choices, select a name saved in the box of Predefined Item List, and click "**OK**" to enter the following window:



Enter a filename for this file to save in the column of Filename, select the type to save this file, and then you will export the selected data to this file. You can save a file in three formats: Excel files (Microsoft Excel File (*.xls), DBF formed database files, right justified text files.

3.7 Advanced Export

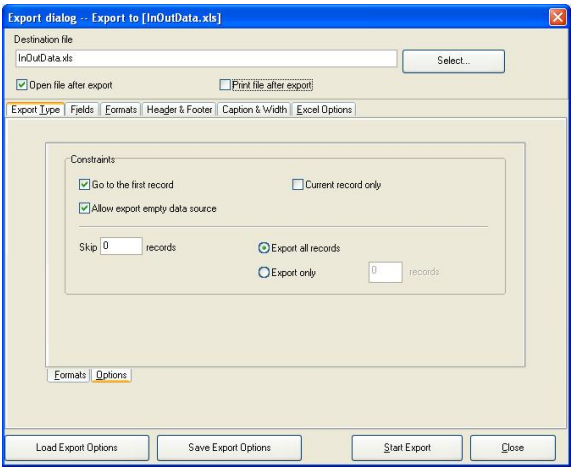
Advanced Export is mainly used in secondary development to transfer the data in our software. When needs to export the data, choose in here need to export the data the item and its setting attribution. Single-click "**Advance Export**" button on **Attendance Record** interface, shown as following figure.



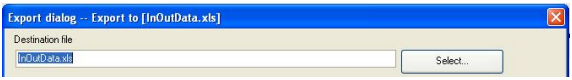
Here we take the Excel table to export as the example, explain advance export the function.

1. Choose Export file format on the **Export Type** label of **Formats** pagination as **MS Excel**.

2. Set the parameters in the **Options** pagination. Show as below:

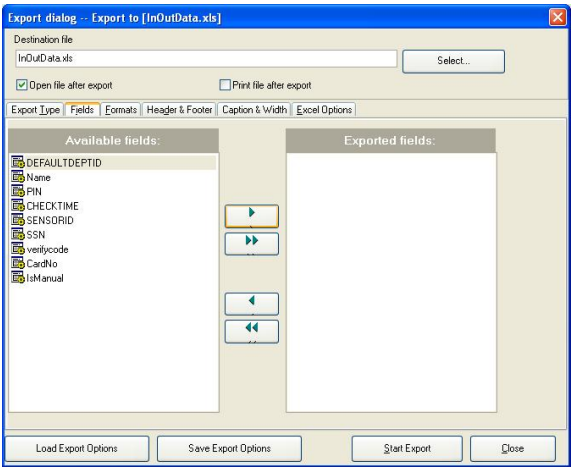


3. Input the filename and choose the saving position.



4. Set the field, the format and so on

(1)Field



Chooses field which want to export, There are ten fields: DEFAULTDEPID, Name, PIN, SSN, CHECKTIME, checktype SENSORID, SSN, wokecode, verifycode, CardNo, IsManual.

Note: **Only the machine have Workcode feature, can choose to export the workcode field.**

(2)Format

Set export the field form, there are the Common format and user self-definite form two formats.

(3) Page head and page foot (**Header & Footer)**

Here may add the page head /foot page for file which Export, input the explanation writing in the page head/foot, these writing will be able to display in the start and the ending of exported the file.

(4)Caption & Width

There are ten fields which Export: Department, Name, No., Data/Time, Status, Location ID, ID Number, Workcode, Verify Code, CardNo, label it with the easy memory the title and defines each field the display width.

(5)Excel Options

Set the Fields and Styles to export.

5. Save Export Options

After setting the field, the format and so on, for provide the convenience to export next time, will be allowed to save this setting in the file, next time will export this setting instead to set again.

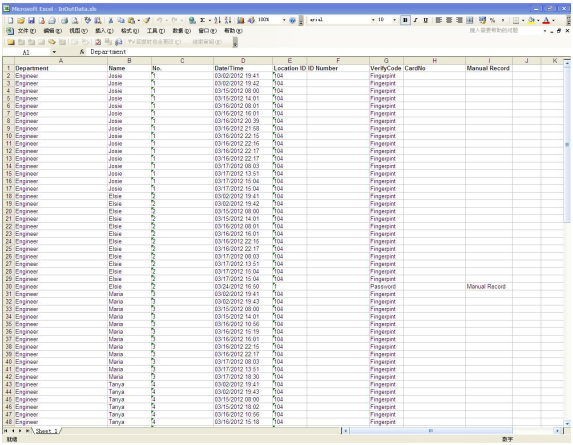
6. Load Export Options

Directly import setting file before save, then was allowed to transfer the setting before you setup, directly export the data again.

7. Start Export

After all options set finished. Click "**Start Export**" button, the following window will popup:

When indicator inform you completes download data, then may confirm and gets down the data to directly which the examination Export. Show as below:



Department	Name	No.	Date/Time	Location ID	ID Number	VerifyCode	CardNo	Manual Record
Engineer	Josie	1	03/02/2012 19:41	104		Fingerprint		
Engineer	Josie	1	03/02/2012 19:42	104		Fingerprint		
Engineer	Josie	1	03/15/2012 08:00	104		Fingerprint		
Engineer	Josie	1	03/15/2012 14:01	104		Fingerprint		
Engineer	Josie	1	03/16/2012 08:01	104		Fingerprint		
Engineer	Josie	1	03/16/2012 16:01	104		Fingerprint		
Engineer	Josie	1	03/16/2012 20:39	104		Fingerprint		
Engineer	Josie	1	03/16/2012 21:58	104		Fingerprint		
Engineer	Josie	1	03/16/2012 22:15	104		Fingerprint		
Engineer	Josie	1	03/16/2012 22:16	104		Fingerprint		
Engineer	Josie	1	03/16/2012 22:17	104		Fingerprint		
Engineer	Josie	1	03/16/2012 22:17	104		Fingerprint		
Engineer	Josie	1	03/17/2012 08:03	104		Fingerprint		
Engineer	Josie	1	03/17/2012 13:51	104		Fingerprint		
Engineer	Josie	1	03/17/2012 15:04	104		Fingerprint		
Engineer	Josie	1	03/17/2012 15:04	104		Fingerprint		
Engineer	Elsie	2	03/02/2012 19:41	104		Fingerprint		
Engineer	Elsie	2	03/02/2012 19:42	104		Fingerprint		
Engineer	Elsie	2	03/15/2012 08:00	104		Fingerprint		
Engineer	Elsie	2	03/15/2012 14:01	104		Fingerprint		
Engineer	Elsie	2	03/16/2012 08:01	104		Fingerprint		
Engineer	Elsie	2	03/16/2012 16:01	104		Fingerprint		
Engineer	Elsie	2	03/16/2012 22:15	104		Fingerprint		
Engineer	Elsie	2	03/16/2012 22:17	104		Fingerprint		
Engineer	Elsie	2	03/17/2012 08:03	104		Fingerprint		
Engineer	Elsie	2	03/17/2012 13:51	104		Fingerprint		
Engineer	Elsie	2	03/17/2012 15:04	104		Fingerprint		
Engineer	Elsie	2	03/17/2012 15:04	104		Fingerprint		
Engineer	Elsie	2	03/24/2012 16:59	4		Password		Manual Record
Engineer	Maria	3	03/02/2012 19:41	104		Fingerprint		
Engineer	Maria	3	03/02/2012 19:43	104		Fingerprint		
Engineer	Maria	3	03/15/2012 08:00	104		Fingerprint		
Engineer	Maria	3	03/15/2012 14:01	104		Fingerprint		
Engineer	Maria	3	03/16/2012 10:56	104		Fingerprint		
Engineer	Maria	3	03/16/2012 10:19	104		Fingerprint		
Engineer	Maria	3	03/16/2012 16:01	104		Fingerprint		
Engineer	Maria	3	03/16/2012 22:15	104		Fingerprint		
Engineer	Maria	3	03/16/2012 22:17	104		Fingerprint		
Engineer	Maria	3	03/17/2012 08:03	104		Fingerprint		
Engineer	Maria	3	03/17/2012 13:51	104		Fingerprint		
Engineer	Maria	3	03/17/2012 16:30	104		Fingerprint		
Engineer	Tanya	4	03/02/2012 19:41	104		Fingerprint		
Engineer	Tanya	4	03/02/2012 19:43	104		Fingerprint		
Engineer	Tanya	4	03/15/2012 08:00	104		Fingerprint		
Engineer	Tanya	4	03/15/2012 18:02	104		Fingerprint		
Engineer	Tanya	4	03/16/2012 10:56	104		Fingerprint		
Engineer	Tanya	4	03/16/2012 15:18	104		Fingerprint		

3.8 Downloading Photos Automatically

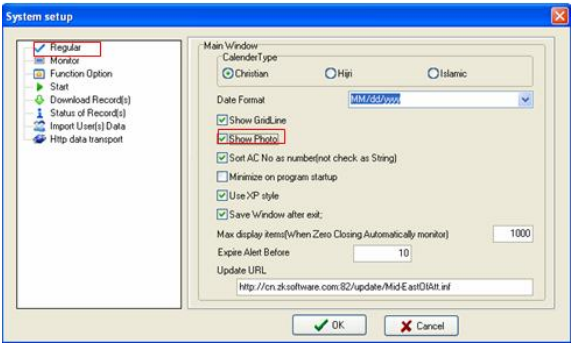
When the PC is connected to an 8-inch color-screen device, set the server on the 8-inch color-screen device and connect the 8-inch color-screen device to the Internet. Start the attendance management software on the PC, and the software automatically detects the device and downloads the photos taken on the device. The detailed operation is as follows:

1. Connect the PC and the device to the Internet respectively, or ensure that both of them are in the same LAN.

2. Choose **Menu** -> **Communication device** -> **Other settings** on the device. Set the Web server to the IP address of the server where the photos will be saved.

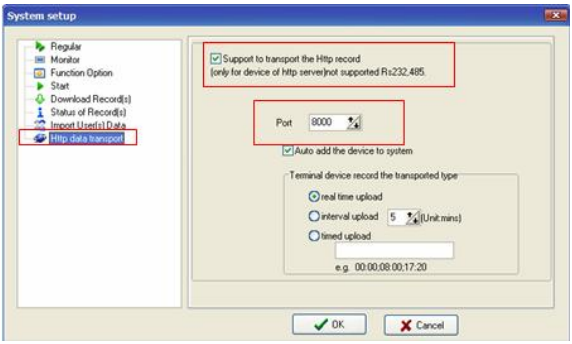
3. Open the attendance records on the device (Note: The device must be configured to take photo of and save the attendance records) and take photo of the attendance records.

4. Start the attendance management software, choose **Maintenance/Options** -> **System Options** and select **Show Photos** in the **Regular** box.

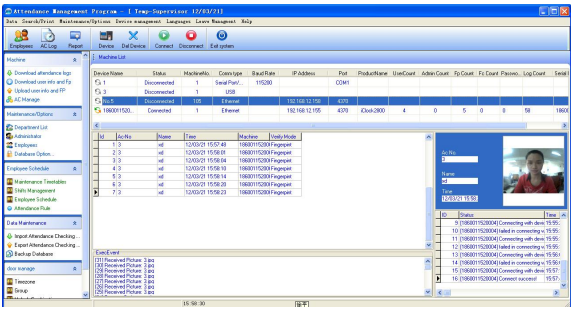


5. Select **Support the Http record transfer function** in the HTTP data transfer box. Ensure that the port settings are consistent with Web port settings on the device.

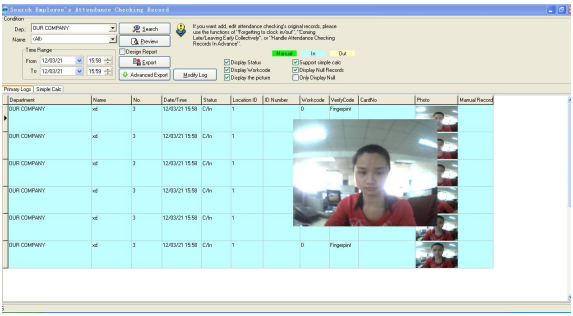
Finally, click "**OK**", as shown in the following figure.



6. The attendance management software automatically detects the online device, and displays the latest attendance records and photos in the main interface, as shown in the following figure.



7. You can also query the latest records and photos from the attendance records: 1) Connect the device first, 2) Download the attendance records, 3) Open the attendance records, 4) Finally select **Display the images photographed by the device**. Then, you can see the details of each record, including the images. In the image list, you can click an image to view the enlarged image.



3.9 Rules on Uploading the Propaganda Pictures

1. The uploaded pictures must be in JPG format only.

2. The filename of each propaganda picture must be **ad_0** to **ad_9**. For example, ad_1.jpg is a legal filename.

3. After a propaganda picture is uploaded to the device, the filename of the propaganda picture is not changed. To replace the propaganda picture next time, you can upload a cognominal picture to overwrite the picture.

4. The size of each picture cannot exceed 20 KB. Otherwise, the picture cannot be uploaded successfully.

5. The recommended resolution of each picture is 320X210 pixels.

A maximum of 10 propaganda pictures can be uploaded.

CHAPTER 4

4. End-user License Agreement for This Software

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CHAPTER 5

5. Trouble Shooting

The following is a list of typical troubles you may be annoyed of at the beginning of working with program and their solution as well.

1. Due to the user changed, fail to enter the management program, what will I do?

Answer: The PC needs to be configured with Office2000 or a later version, and the Access software at first. Then enter the attendance program installing directory, look for the att2000.mdb file, double-click, and find the "user info" list in the appear interface, double-click, to find "security flags" field, delete the identifier with the value as "15" under this filed.

2. I forget the password of database, how to do?

Answer: Enter maintenance and setting of management program, click on the "Setting password of database", then have no need to verify old password, so can set up new password of database.

3. How to use the business check-in /clock-out?

Answer: When the employees need to go out, the employee should check-out on attendance device. When the employee come back, select business clock-in.

4. While inquire attendance record, selected the highest department, selected all employee, why cannot see record, but it's true display that has been saved to downloading data?

Answer:

(1) It is maybe the data record time expire inquiring range, want to view the original record , open the attendance database (att2000.mdb), enter clock-in-out list, can see all original record, prove that original attendance record is in the range which you inquire, specifically pay attention year;

(2) It is maybe that add a highest department again after the general company name was canceled, installing finish, the default highest department general company can not be cancel, but it is able to be modify in the attendance rule.

5. I have assigned shift, why no the result of account and statistics indicate leave, comes late, gone early?

Answer: First enter management to check the setup shift, in normal condition the name of shift corresponding time period display that appear in blue color in right time box, if there isn't any problem, enter employee shift list, view the starting date of employee shift, the starting date is beyond the account and statistics time range, isn't it? If it isn't, assign shift again, fix new starting date.

6. How to cancel the schedule which has been set up?

Answer: You can add an empty schedule firstly, then use the empty schedule replace the schedule which will be canceled in employee assignment, enter schedule management to cancel corresponding schedule, OK.

7. Why the data which is stored record is fewer than loaded down data while in the process to download all data?

Answer: While loaded down and record, the attendance program can determine loaded down record, the repeat record will be cancel automatically; the stored record will not be store again.

8. Why the loaded record appear, but cannot find it while inquire it?

Answer: Confirm time range you inquire is accord with attendance time of loaded record, or it's not. can check attendance record day, month, year, after loaded down record, or open database (att2000.mdb), enter check-out/clock-in , can see all origin record, confirm time of attendance original record is within the range of acquirement, pay attention years record specifically, some independence equipment set time is not real, result in attendance record time isn't correct.

9. Why I attendance normally, but it is show I stay away from work without leave or good reason?

Answer: Examine your period time setting first, confirm your attendance record is among the range of clock-out time, example, you setup the clock-out time is from 17: 00 to 18: 00, you clock-out time record is16: 30, so that the record is invalid, system will indicate neglect afternoon (in attendance rule, no clock-out is neglect); next, examine you attendance time is correct, or it's not.

10. Why there are come late and leave early in the attendance account and

statistics shift, but there don't have their records in inquiring record?

Answer: Please examine the setting of attendance account in attendance rule; see if on duty clock-in record: come late/leave early have been sign or have not, if it has been labeled so that the neglect system will indicate come late/leave early.

11. Leaders of company don't require clock-in-out, but their attendance demand account, how do it to set?

Answer:

(1) Enter attendance setting under employee maintenance, cancel valid attendance;

(2) Set up a timetable of unnecessary to clock-in-out, produce a schedule, the schedule is used to account with these employees.